

## **Print Station**

Hello, my name is Monica and I am a reference librarian that may help you with your printing in the library.

Now, printing from the computers in the library requires a copy card or Student ID.

Users without a Copy card may purchase one for 1 dollar. The card will automatically have .50 worth of copies

So... first send your documents to the printer as you would normally.

The default print is always B&W.

Then insert a Copy Card or Student ID in the card reader next to the printing station making sure the magnetic stripe is facing down.

Log in by typing the computer terminal number that begins with LIB which is THE NUMBER THAT IS located ABOVE YOUR COMPUTER SCREEN

Select your print job, then click on PRINT SELECTED JOB BUTTON to print. Your print job will be ready at print station #5.

Each page that is printed from the computers in the library cost 10 cents per page for b&W and 50 cents for color.

If you need to add more money to your Copy Card or Student ID you may add value to it using the card vending machine located in the library in front of the circulation desk.

And if you need assistance you can ask one of the friendly reference librarians to help you.