
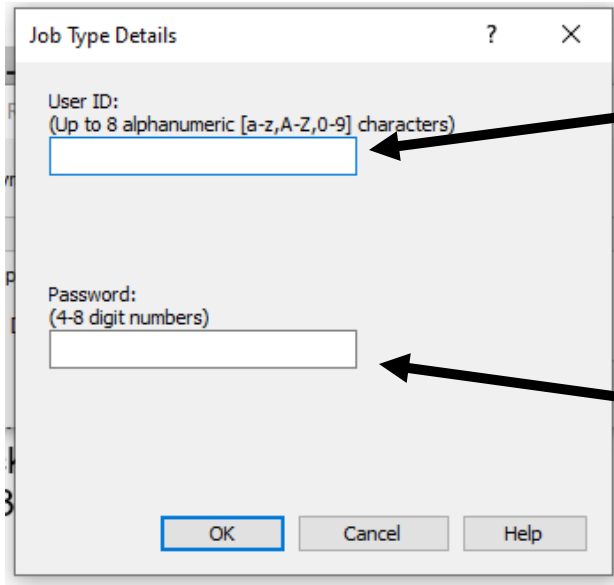


NEW PRINTING INSTRUCTIONS / PLEASE READ!

Your print jobs will be sent to the photocopier near the front window. Printing is 15 cents/page. 30 cents/page for color.

1. Click on the print button.  This should appear on the menus at the top of the screen.
2. Enter the information requested. You will make a username and password to retrieve your print job at the printer by the parking lot window.



User ID: Enter an easy to remember ID with *letters or numbers only*. Your own initials are OK.

Examples: 123
abc

Password: Enter any easy to remember number of at least 4 digits but not more than 8 digits.

Examples: 1234
8765
2021

3. After you enter the user name and password, click on OK. The job has now been sent to the photocopier.
4. Go to the photocopier by the window near the parking lot and...

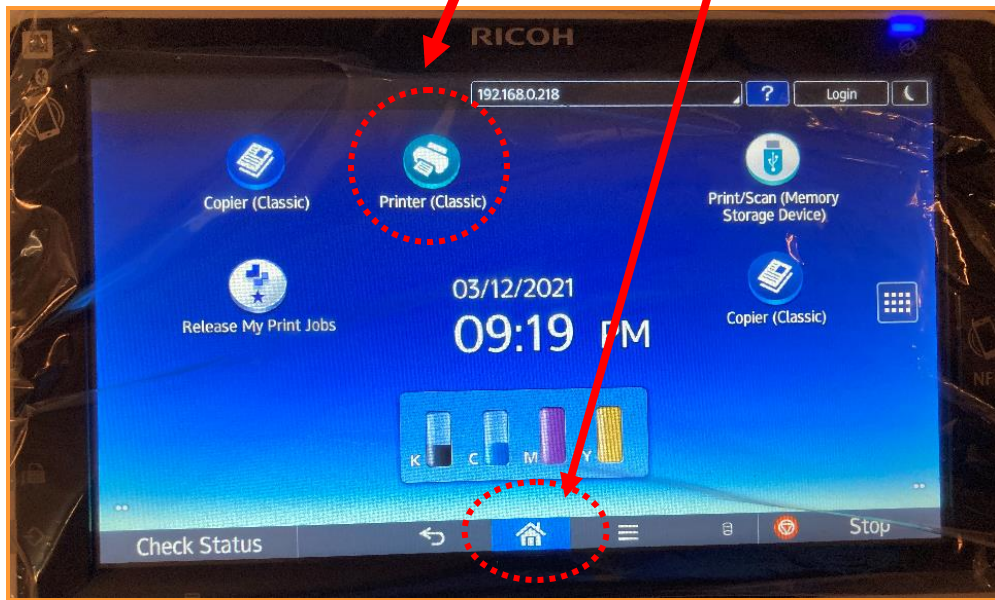
CONTINUED ON OTHER SIDE

.....► **START
HERE**

1. If the printer control panel is black, touch it to wake it up

2. On the screen, touch the Printer (Classic) button

- If you don't see the Printer button, touch the HOME button at the bottom the Printer button will be visible.



3. When you touch the Printer menu, you will see your user ID in the list of available jobs. Touch your user ID.

4. Now you will see a list of all your print jobs. Select the jobs you want to print.

5. Touch Print and enter your password when prompted.

6. Put money in the coinbox and your job will print.

Black & White: 15 cents/page

Color: 30 cents/page

The coin box accepts nickels, dimes, quarters, \$1 bills and \$5 bills.

No pennies please. They will jam the coin box!

Please ask the Reference Librarian for further assistance. Thank you.