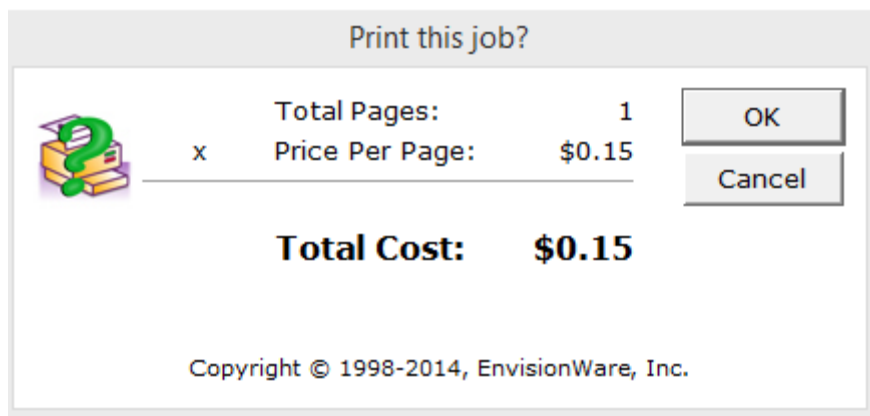


# USING PRINT SERVICES FROM PUBLIC PRINTERS

## SENDING & RETRIEVING PRINTS:

From public computer choose document to print, click icon or from menu FILE, PRINT. A print screen will appear where you can choose to print "All" pages, a "Selection", or choose which pages to print. Click on "PRINT A screen will appear asking you to enter a "User ID". This User ID, (can be number, name, etc.) anything you choose. Another screen will appear telling you the cost of each page, the number of pages you will be printing, and how much the total cost of your prints will be @ .15 per page.



Go to Self Serve Print Station, choose "Release a Print Job. A screen will appear asking for "User ID". Enter the same user ID you entered on your computer, then click "OK". Your print job list will open. Select your print job by clicking on correct document to print. If you have more than one job to print, click on "Multiple Jobs" then click once on all jobs you want printed. At the bottom of the screen your total cost will be shown. Deposit coins or bills and click on "PRINT:", then click on "Pay From Vending Device. Your documents will print.

## STAFF ONLY: OVERRIDING COIN OP MACHINE:

Choose override for payment, type in override password.