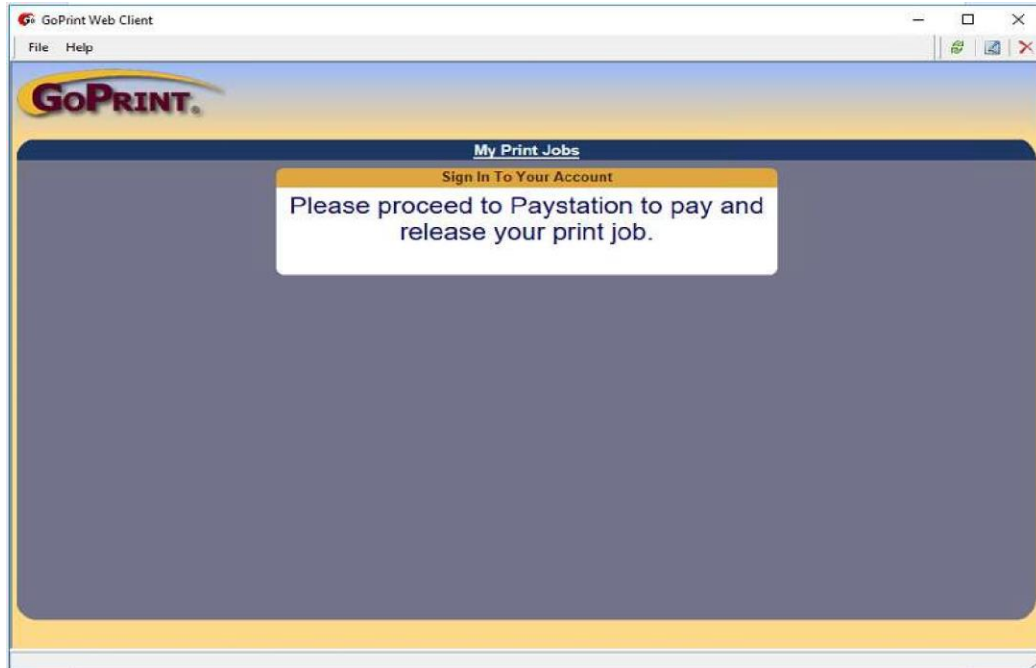## Step by Step Printing and Payment

Overview of the printing process

After pressing "Print" on the computer, you'll see this pop-up window stating that the job has been "sent to the printer."
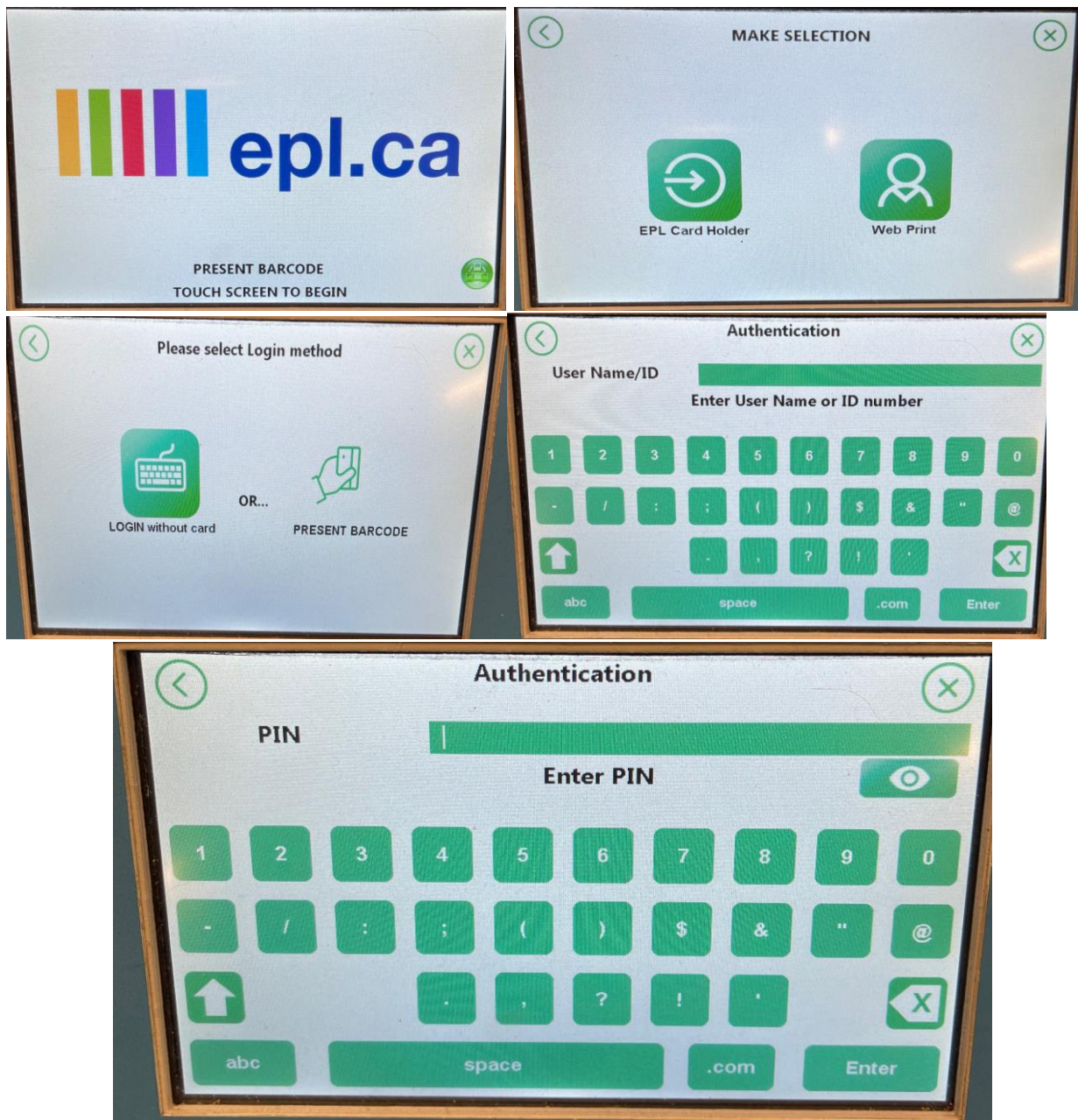

To release your print job, find the Paystation next to your preferred printer.
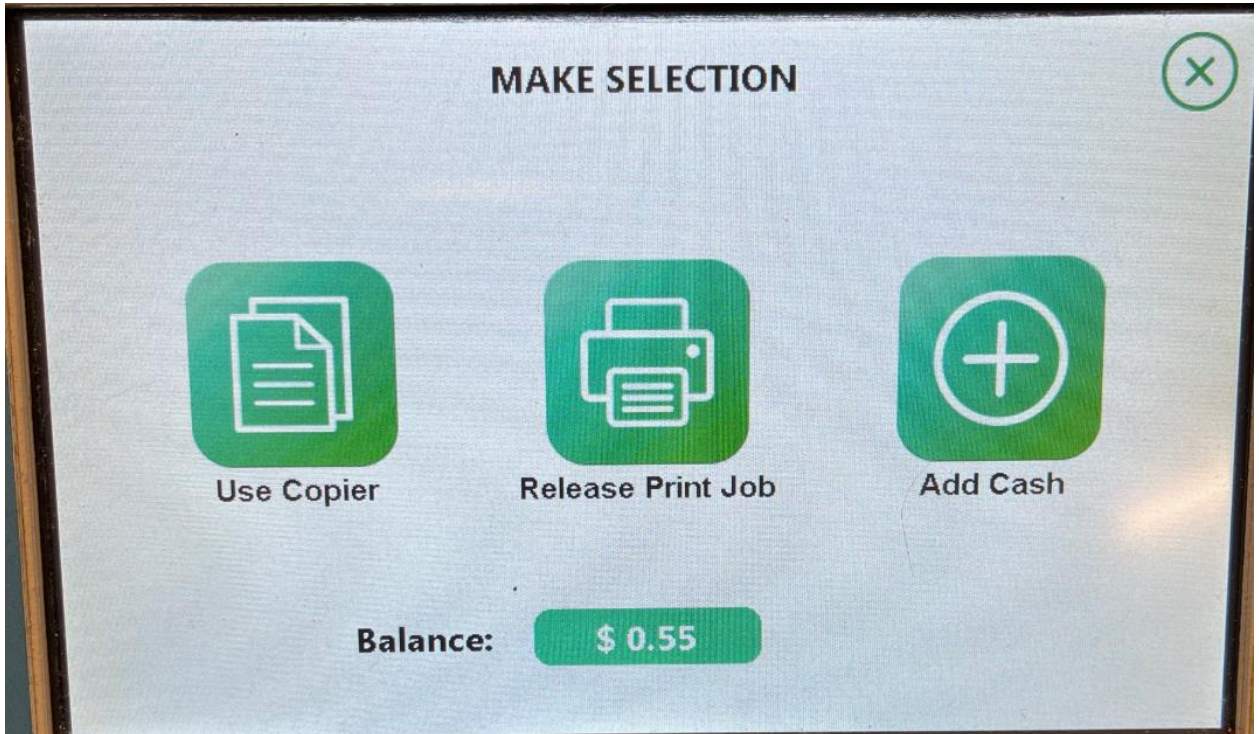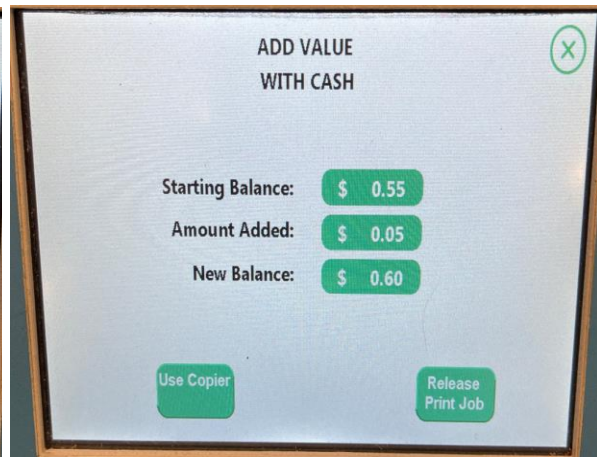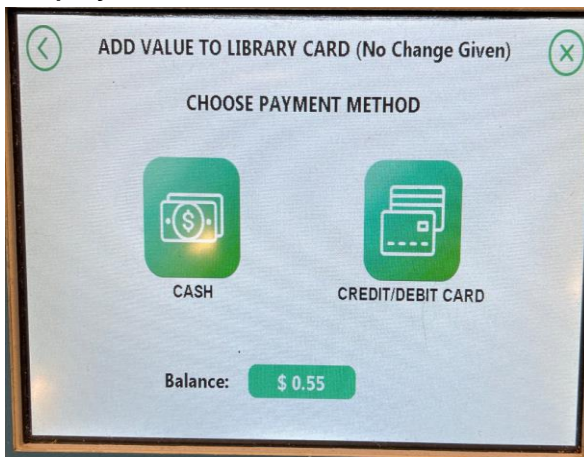
How to pay and print

1. Scan your library card barcode or type in the number on the back of your card.
2. Enter your personal identification number (PIN).

3. A screen will prompt you to choose to either "Use Copier", "Pay & Print" or "Add Cash".

MAKE SELECTION

Use Copier   Release Print Job   Add Cash

Balance: $ 0.55

4. If "Add Cash/Add Value to Library Card (No Change Given)" is chosen, it will bring up the screen below where you can deposit cash to the machine. Select Credit or debit/card according to the mode of payment.

ADD VALUE TO LIBRARY CARD (No Change Given)

CHOOSE PAYMENT METHOD

CASH   CREDIT/DEBIT CARD

Balance: $ 0.55

ADD VALUE
WITH CASH

Starting Balance: $ 0.55
Amount Added: $ 0.05
New Balance: $ 0.60

Use Copier   Release
                              Print Job

5. Once the cash has been added, or if you already had a balance to begin with, you can proceed to print. Select all the jobs or jobs that you want released and click release print job.
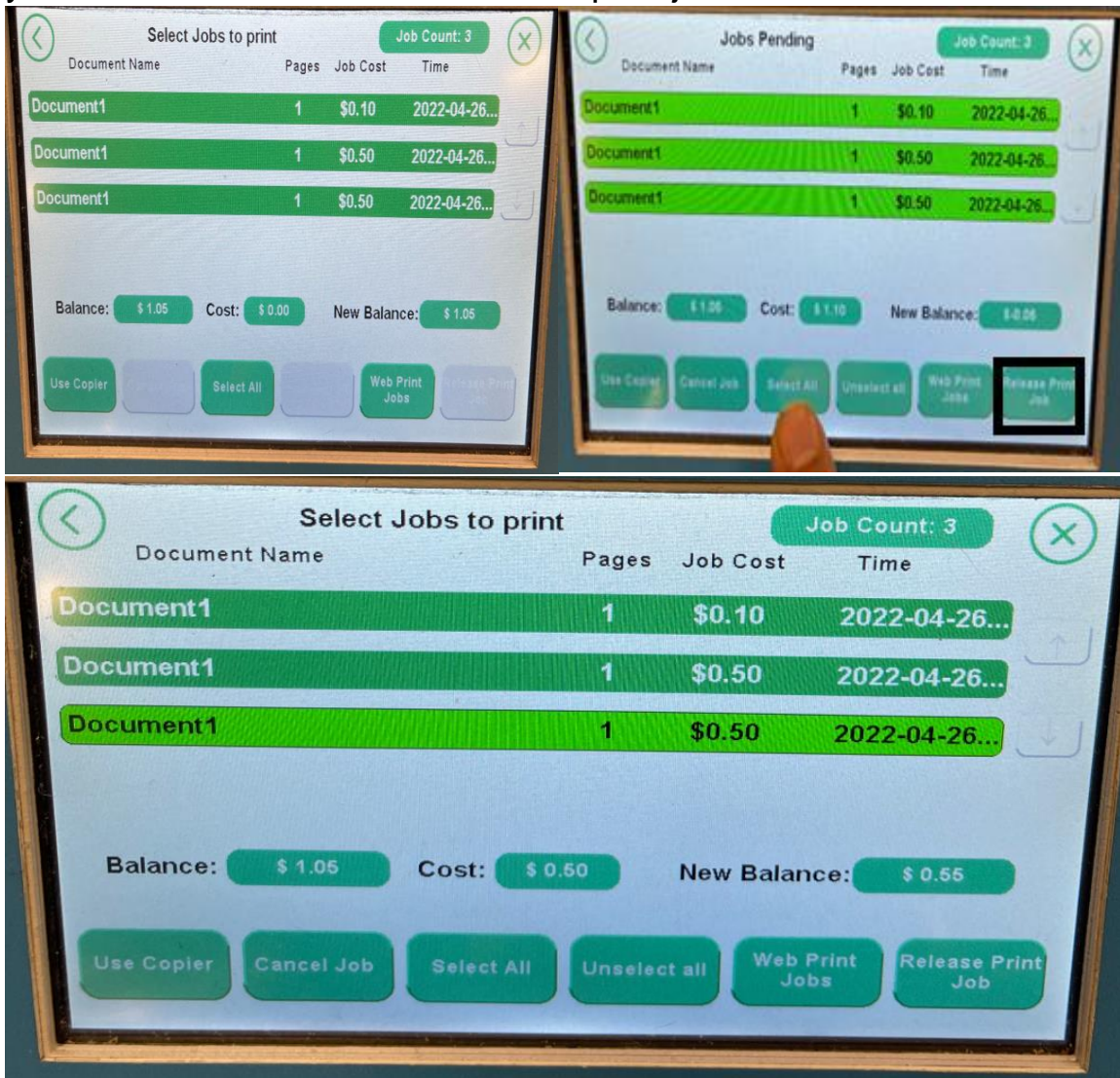
6. You're done! Collect your print job from the nearby printer. If you want to print a receipt for your transaction, select paper receipt, if not select no receipt.

Receipt Selection

Total Charges: $ 0.50 **Prints Made: 1**

No Receipt

Paper Receipt