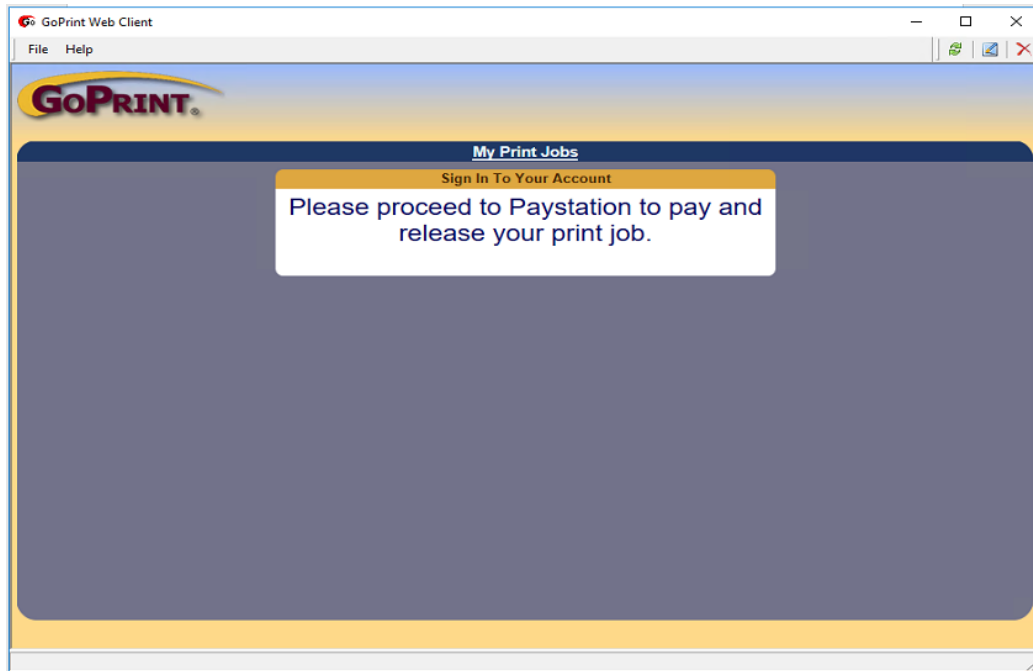


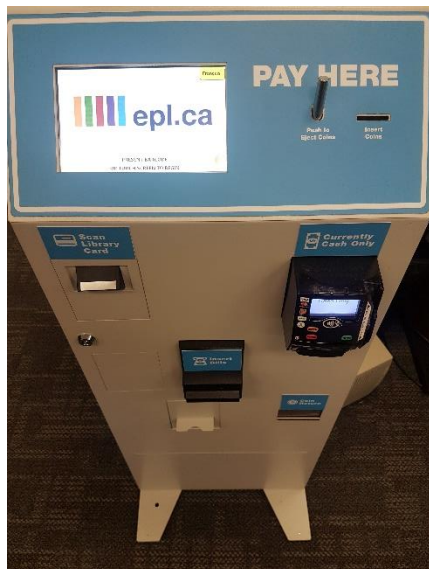
## Step by Step Printing and Payment

### 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.”

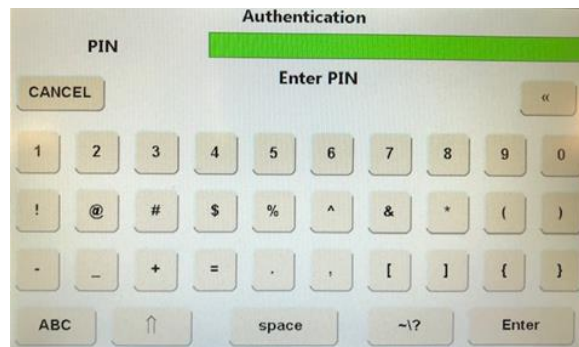
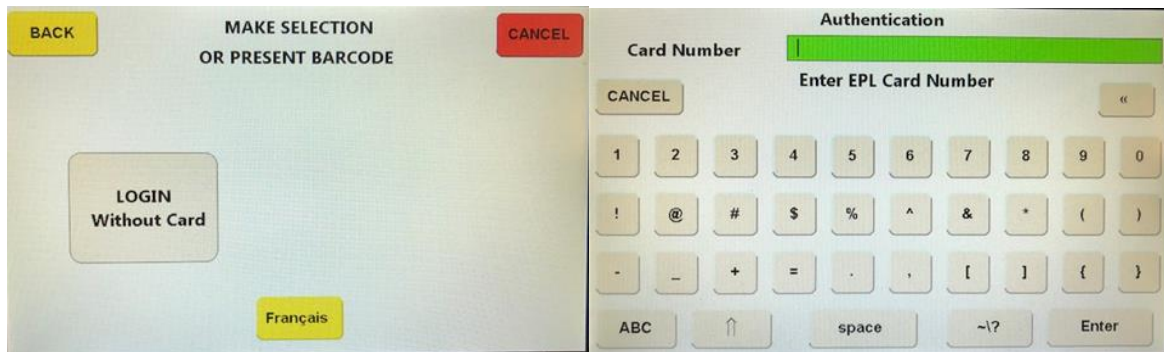
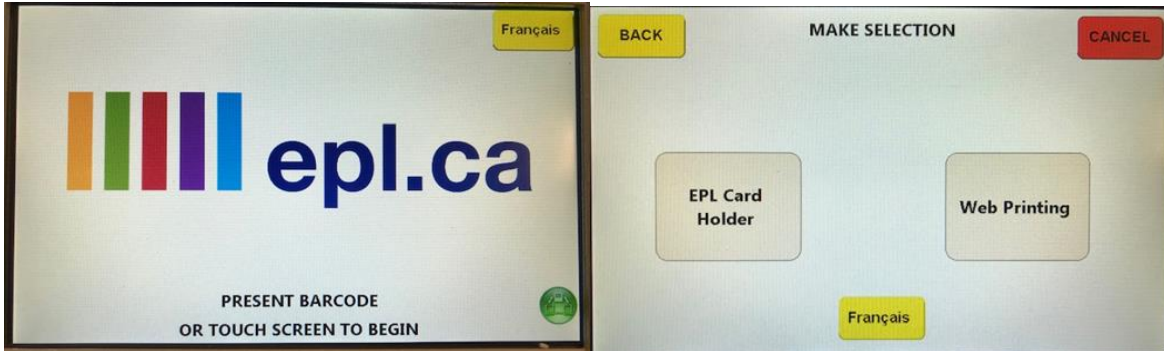


To release your print job, find the PayStation next to your preferred printer.



## How to pay and print

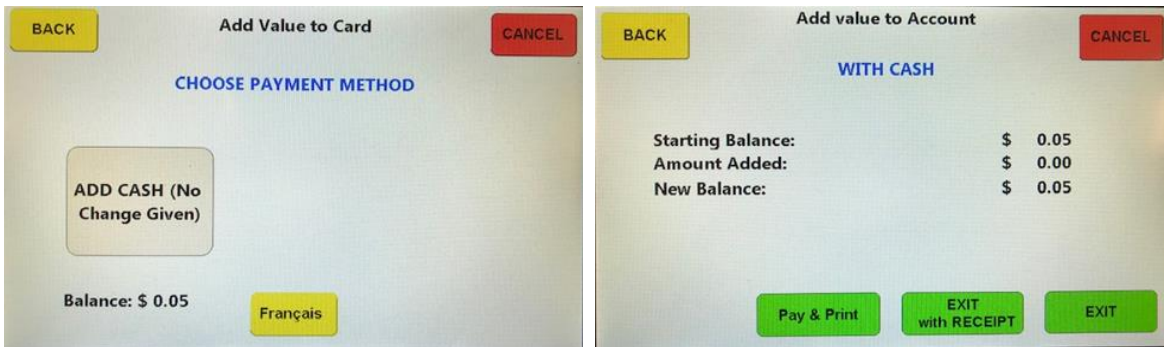
1. Scan your library card barcode or type in the number on the back of your card.
2. Enter your personal identification number (PIN)



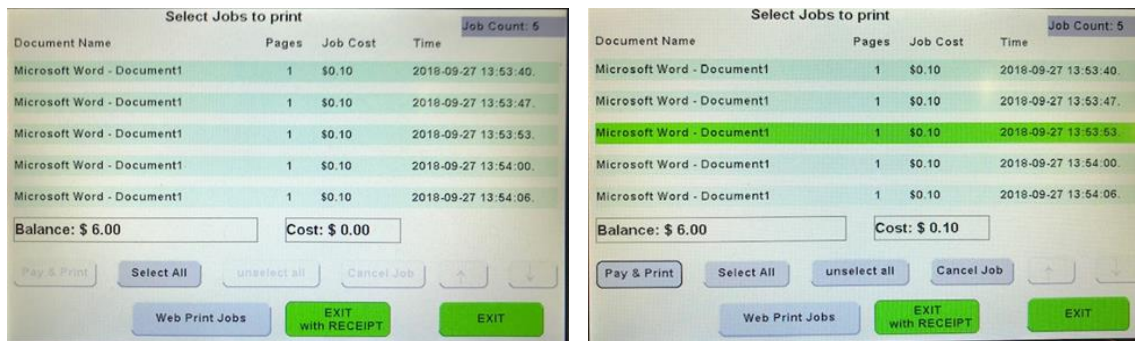
3. A screen will prompt you to choose to either “Pay & Print” or “Add Cash (NO Change Given)”.



4. If “Add Cash (No Change Given)” is chosen, it will bring up the screen below where you can deposit cash to the machine.



5. Once the cash has been added, or if you already had a balance to begin with, you can proceed to print.
6. Once “Print” is selected a list of print jobs will come up. Tap the print job to highlight it or press “Select All” to highlight all jobs on the list. Once selected, press “Pay & Print” located on the bottom left corner.



7. You're done! Collect your print job from the nearby printer.