PRINTING INSTRUCTIONS

Print jobs are sent to the photocopier near the front window.  
Put money in coin box last!  B&W 15 cents/page.  Color 30 cents/page.  
(Printing on legal size paper is slightly higher.)

<table>
<thead>
<tr>
<th>FROM YOUR COMPUTER</th>
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<tbody>
<tr>
<td>1A. Click the Print icon black arrow next to Print icon on the at top of the screen</td>
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<tr>
<td><strong>OR</strong></td>
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<tr>
<td>1B. Click the black arrow next to Print icon and select Print Preview</td>
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<td>2. Printing is B&amp;W by default. Select Properties from the Print menu to select Color</td>
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3. After you click OK, you will be asked to provide:  
   **User name:** The 3 digit number of the computer you are using (displayed on the monitor).  E.g., if you are using computer 106, user name = 106  
   **Password:** Enter a four-digit number.  E.g., if you are using computer 106, password = 0106

   **NOTE:** You may create your own printer "User ID and "Password" but they must meet the system’s requirements.  (User ID: Up to 8 numbers or letters.  Password: 4-8 digit numbers.  No letters)

4. After you enter the user name and password, click on OK.  **The job has now been sent to the photocopier.**

   **AT THE PHOTOCOPIER by the window near the parking lot and…**

   **Start Here**

   1. Touch Home Button at the Bottom of the Control Panel

   2. Touch Printer (Classic)

   **3. On the Printer screen** select the number that matches your computer number.

   **4. On the Print Jobs screen** select the job you want to print.  Your print job will now be highlighted in yellow.  The most recent print job displays at the top of the list.  (If there are multiple print jobs listed you can check the time and date shown.)

   **5. Select Print from the buttons on the right.**

6. Use the number pad to enter the password you used at the computer and touch OK.

   When you see “Are you sure...?”, touch Print.

7. **Finally**, deposit money in coin box next to copier.  The price is 15 cents/page for B&W and 30/page for color.  (Legal size paper is slightly higher.)  Your print job will now be released in the area below the control panel.