

How to Buy/Use a Print Card

Cash Cards Instructions

Cards cost \$1.00 each. To purchase a card you must press 1 and insert a \$1.00 bill. You will receive a card.

You will need to add money to your card to print. Insert your card and the dollar amount you would like to add.

The machine will not give you change, so if you insert \$20.00, it will add \$20.00 to your card.

To make copies

To use the card for the copy machine, insert your card into the card reader and begin printing. If you should get an error message, just turn your card around and reinsert it. Once you have completed making your copies, push the black button on the mini till (white box) to retrieve your card.

To print from the computer lab

1. Select print from your application
2. A window will open and ask you for a User ID (enter your name)
3. Go to the computer print station next to the printer
4. Insert your card into the card reader
5. Click job list
6. Enter your user ID (it must be the same as entered above)
7. Once you have completed your printing, push the black button on the mini till (white box) to retrieve your card

Please remember that we can not provide refunds for lost cards (you may want to write your initials on your card to identify it).