

## WHEN YOU ARE READY TO PRINT:

1. Go to File and choose Print.
2. If you do nothing it should select the black/white laser printer. It should be called //COPYVEND1/BLACK. Printing to this printer will cost 15¢ per page. If you want a color print out you will need to select the color printer from the drop down box. It is called //COPYVEND1/COLOR. It will charge you 50¢ per page for color.
3. Once the correct printer is selected, click OK.
4. Remember the number on front of your computer and the name of the file you just printed.
5. Go to the Copyvend print station (IN THE BOOK SECTION, TO THE RIGHT OF DISPLAY CASES).
6. If the screen is black move the mouse and click refresh.
7. Find the number that matches the number on your computer or the name of your file.
8. Click once to select (a check mark will appear next to what you want printed).
9. The total amount of money owed will appear on the bottom of the screen. Insert money in vending machine below and click the print button at the bottom of the screen.
10. If you have change coming press the silver change button now.
11. Collect print job from the correct printer around the corner to your left.
12. Once you have your copies go back and LOG OFF your computer.

*If you have any problems or need to borrow money to print, please don't hesitate to ask the library staff.*