

PRINTING IN THE ACADEMIC IT CENTER

CE faculty and students need to purchase a guest card (at the cost of \$1) at the kiosk in the Open Center by selecting "Purchase a Card." It is recommended that you first purchase your card and then add the startup funds to the card in a separate step. The user name associated with the guest card is the number printed at the bottom of the card.

After purchasing your guest card, add to the card as needed (use bills only: \$1, \$5, \$10, \$20) in the increment you choose. Select "Deposit" from the kiosk menu, and then insert bill(s) and the card as directed.

To check the funds remaining on the card, select "Check Account Balances" from the kiosk menu and insert the card as directed. You can also check your balance by swiping your card at the "release stations" attached to the printers (see below).

To print a document in the Open IT Center

- Initiate the print job at the computer.
- Choose to print and select the appropriate printer and type of output (e.g., color or B&W).
- Type your user name (i.e., guest card number) and press "Enter." Guest cards do not require a *password* when printing in the Open IT Center.
- The charges will be displayed. Confirm if you accept the charges and wish to proceed.

Retrieve the document at the printer in the Open Center

- Swipe your guest card at the release station attached to the printer.
- Select "OK." It is not necessary to enter a password at the release station.
- Print card balance will appear. Select "OK."
- Pending print jobs will be listed. Highlight the job and select "Print" or "Delete."

Note that procedures may be slightly different depending on the model of printer you are using.

To print a document in a computer classroom

- Initiate the print job at the computer.
- Choose to print. Be sure the printer in the classroom is selected.
- Type your user name (i.e., Guest card number).
- Press "A" in the password field and press "Enter." (It is necessary to enter at least one character in the password field when printing in a classroom.)
- The charges will be displayed. Confirm if you accept the charges and wish to proceed. The job will immediately print. There are no release stations attached to the classroom printers.

IT staff members are always available should you require assistance.