



**PVCC Student ID Card is Required to Check-In to the Computer Commons and to Print.**

**Load Funds to Your PVCC ID Card**

Use the Equitrac™ Pay Station Located in the NE corner of the lab.

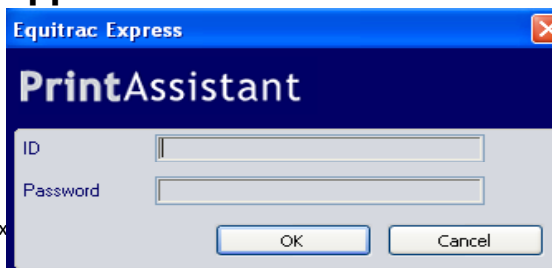
1. Enter 13-digit barcode and press "ENT" OR swipe your ID card in the card reader (face up with the blue strip facing to the right) (New PVCC ID Required).



2. Load currency into the bill acceptor in the form of \$1, 5, 10, or 20 – machine does not give change. (Accepts Bills ONLY, no debit/credit cards or coins).
3. Press 'D' to close your account.

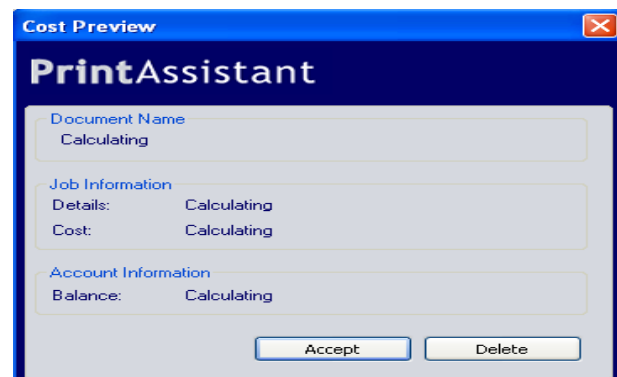
**Print From the Workstation**

1. Use Print Preview to ensure accurate printing.
2. Click 'Print' from within the application.
3. When the Print Assistant appears:



1. Enter your MEID in the 'ID' field.
2. Leave the 'Password' field blank.
3. Click 'OK'.

- ❖ Review printing information in the Cost Preview dialog box and click 'Accept' OR





- ❖ If you need to make changes to the number of pages that you need to print click 'Delete'.

**Retrieving Print Job**

1. At the printer type your 13-digit barcode into the keypad and press 'Enter' OR \*swipe your ID (with the magnetic strip side up) in the right side of the page counter (\*A NEW ID IS REQUIRED).



2. Press the {F1} button to print all documents OR
3. Press the {F2} button to select the document that you want printed by using the arrow   buttons and then press 'Enter'. Options that appear on the display are F1 – 'Print', F2 – 'Del', F3 – 'End'.
4. Choose F1 to 'Print'.

### Tips

- ❖ Use **Print Preview** Before Printing
- ❖ Copy/Paste Internet Research to Word
- ❖ E-Mail Files to Yourself
- ❖ Save Files to a Flash Drive