

Pay for Print Instructions

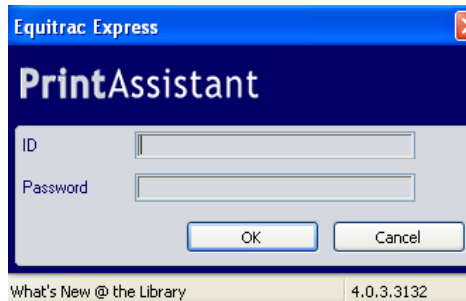
10 cents per side of each black & white page

\$1.00 per side of each color page (Color printer in Computer Commons)

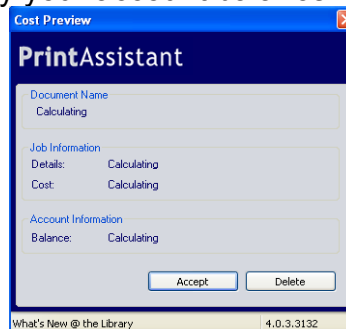
(YOU MAY GET A NEW ID CARD FROM COLLEGE SAFETY THAT ALLOWS SWIPING - 1 free ID reprint only per person)

Printing

1. Select File/Print, make sure you **Print Preview** to see how many pages you will print or if you want to print them at all. Click OK to print, or Cancel to stop the job.
2. **Enter your PVCC MEID or your 13-Digit ID card number** (back of your ID card) in the ID card field when the following dialogue box appears. You do not need a password. Click Ok.



3. The next dialogue box will tell you how many pages will print and the cost for printing. It will also display your account balance.



4. You can either click Accept and send the job to a printer, or click Delete to stop the printing completely.
5. Go to any printer to release your print job.
6. **You may swipe your new ID Card or type in your 13-digit ID card number** (back of ID card) into the keypad and press Enter to start the print process.
7. You will see a display of Print or End. Select Print and then Enter to continue printing. If you select End, and press Enter, it will stop the print process.
8. You may press Select and choose only those jobs you want to print, or press the button under All to release the print job(s). End will stop all printing. Press Enter after your selection.

Print jobs stay in the print queue for 1 hour before they are automatically deleted.