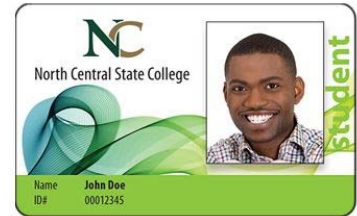


Student Printing Card Balance

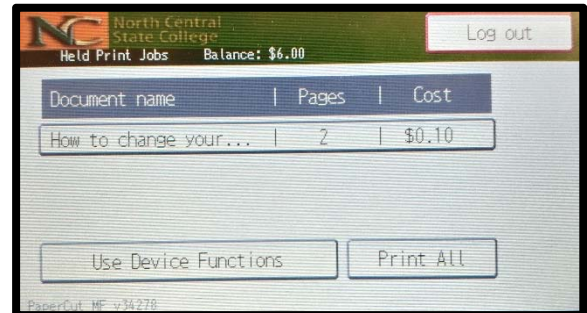
Semester Pre-Load

Each semester, registered students will receive \$5.00 automatically loaded onto their student ID card for printing. This equates to 100 black and white one-sided prints or copies. You will need to add additional money to your Student ID card once the \$5.00 is used.



Printing Charges

You will be charged \$.05 per one-sided copy for black and white printing and \$.25 per one-sided color printing. Once you log into the printer, the display will show the amount associated with each of your print jobs. You can either tap the screen for the print job you wish to print, or tap the screen for "Print All".



How to Check Your Card Balance

1. Once your print jobs have printed (or if you scanned your card without a print job waiting), you will see the "Use Device Functions" option.
2. Tap the Use Device Function icon.
3. The screen will display your balance.

