

## To print as a Guest User in the Library

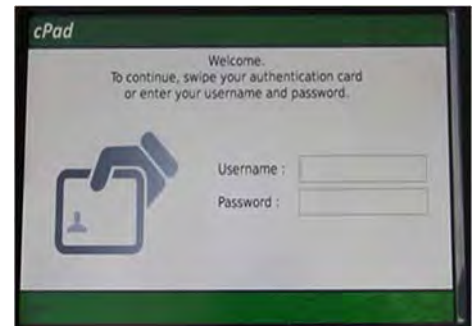
1. First go to the Service Desk in the Library and get a receipt containing your temporary Username (CardNumber), Password (PIN), and a Bar Code that can be used for printing.



2. Go to one of the appropriate computers and login using the Username and Password supplied. You must use a computer with the "ITS:MyPC" login pictured to the left. The Service Desk can help you find the appropriate computers.



3. Print the document as you normally would ("File" then "Print" in most programs) and select the "Black & White Printer" (\$0.10 per page or \$0.15 double-sided) or "Color Printer" (\$0.25 per page or \$0.40 double-side. Color printing is only available in the Main Campus Library). You will receive a prompt stating the cost of your print job and that it is available in a Print Queue.

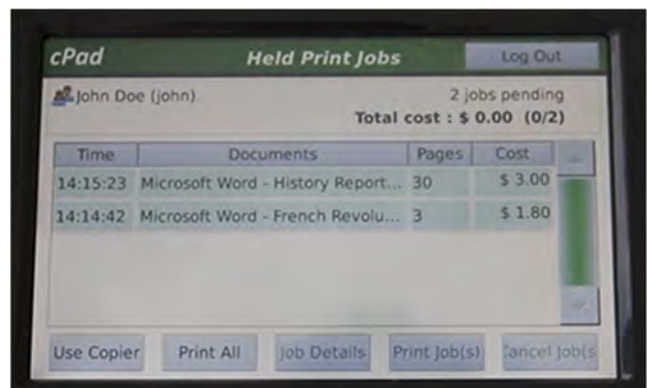


4. Go to the appropriate printer and look for the cPad pictured to the right. Scan the Bar Code on the receipt you received from the Service Desk.

5. After you scan the receipt, you will see the jobs you submitted and the Cost of each job.

6. Deposit cash in the CoinBox next to the printer to add funds to your account (coins or \$1 & \$5 bills).

7. Select whichever jobs you would like by pressing the name of the job and click "Print job(s)," for specific documents or you may click "Print All" to save time.



8. Click "Log out" in the top right, and the Coin Box will refund the remaining cash balance to you. You may continue to use a Guest Pass until the end of the day.