

Rio Hondo College

Printing and Photocopying FAQs

Updated: March 11, 2010

What do I need to print or make photocopies?

- A **copy card**. This is available from a card machine located in the Copy Center.
- The printer/photocopiers do NOT take coin change. A copy card is needed for all printing and photocopying in the library.

How do I purchase a copy card?

- You will need a \$1 bill to purchase a card. The card costs 50 cents, and you get 50 cents of printing/photocopying with the first dollar.
- At the card dispenser, press "1" and put the dollar in the slot with the flashing green lights. **Keep the card**. You can add credit to the card at any time at the card dispenser.
- Copy cards that have no arrow must be inserted with the word "MULTI CARD" in first.

I need a dollar bill. Where can I get change?

- Change may be available at the Circulation Desk.

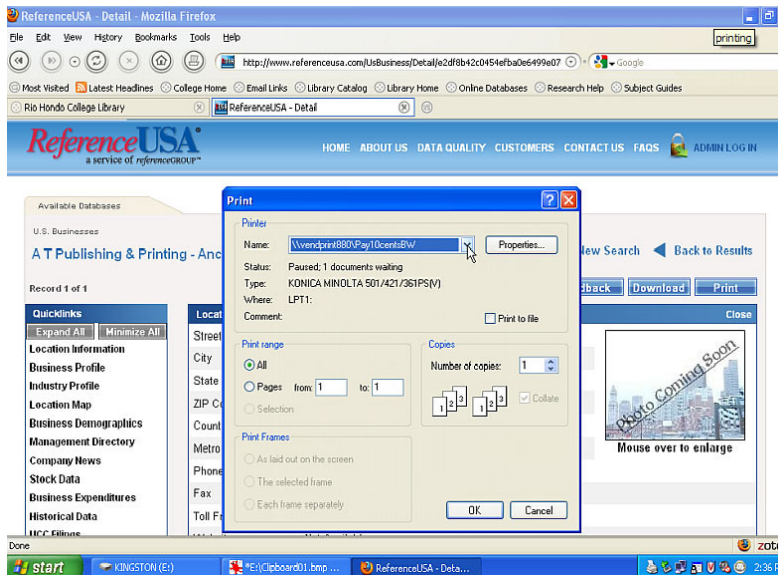
How much does printing and photocopying cost in the library?

- It costs 10 cents per page for black and white printing and photocopying in the library.
- It costs \$1.00 per page for color printing and photocopying in the library

Additional information:

- The library cannot be responsible for lost cards.
- If in doubt about directions for printer/photocopier, **ask for assistance**.
- The library cannot refund any money for completed copies.
- Check the settings for the number and types of copies you request from the photocopier before beginning to copy.
- In the event of printer/photocopier malfunction, **please see a reference librarian or a circulation desk staff member for information and assistance**.

PRINT FROM A LIBRARY COMPUTER

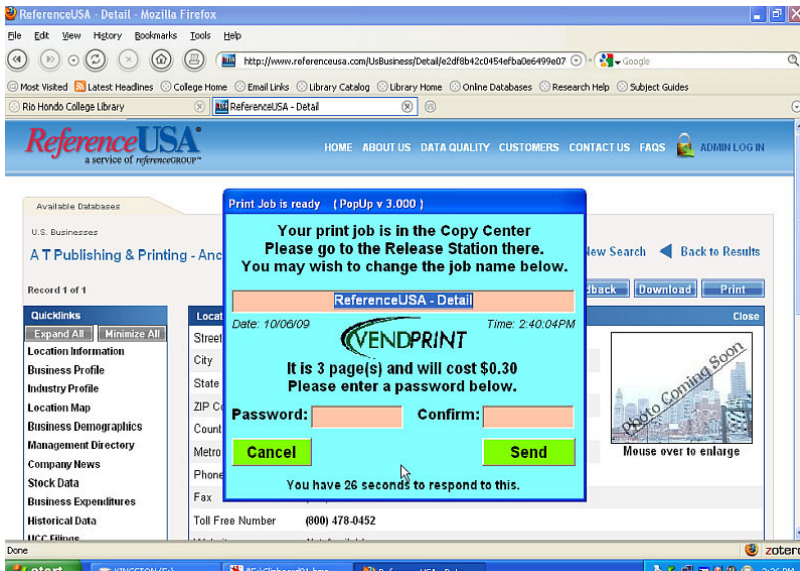


I have a card, now how do I print from my computer?

From your workstation:

Send your internet or Word document to print (from your computer), with the **FILE/PRINT** command

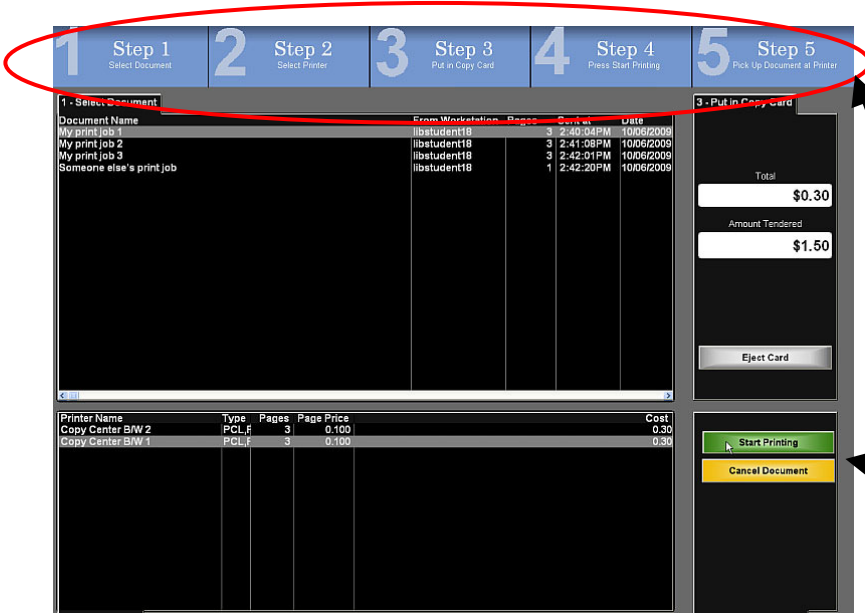
Click **OK**



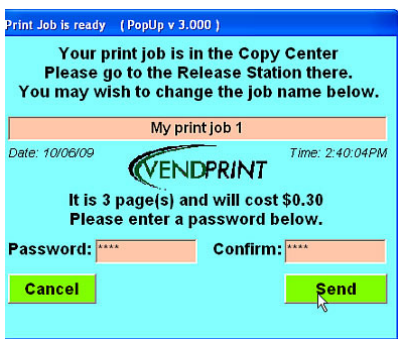
Another prompt will come up on your screen to enter "Password". This can be any word of your choosing (up to 14 characters).

Enter your password and confirm it.

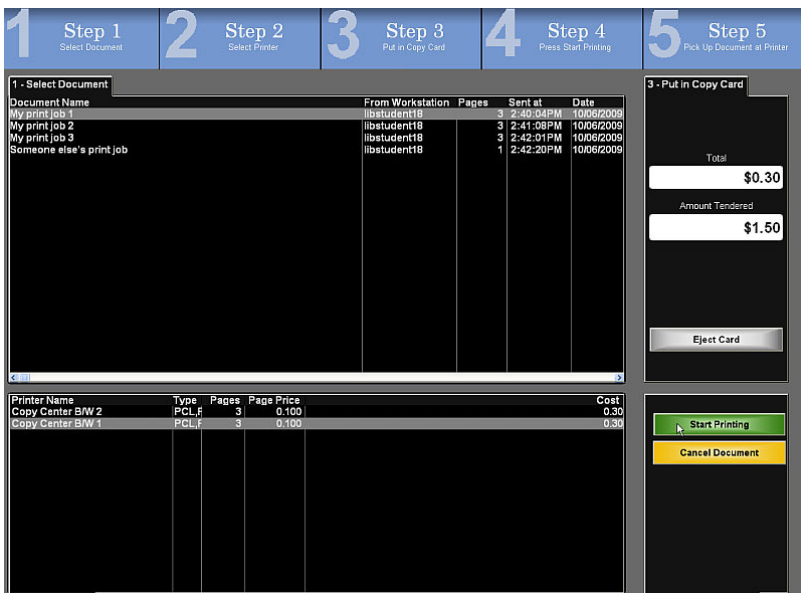
Click **SEND** [the green button] to send it to the printer.



Go to the Copy Center [around the corner, across from Circulation]:
 Go to the print release workstation (computer).
 Follow the numbered steps
 --OR--
 Insert your print card.
 Click on your document name.
 Click on **'START PRINTING'** [the green button on right side]



You will be prompted to enter the password entered at your workstation.
 Your job will then begin printing at one of the three printer/photocopiers.



Click **'Eject Card'**