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.