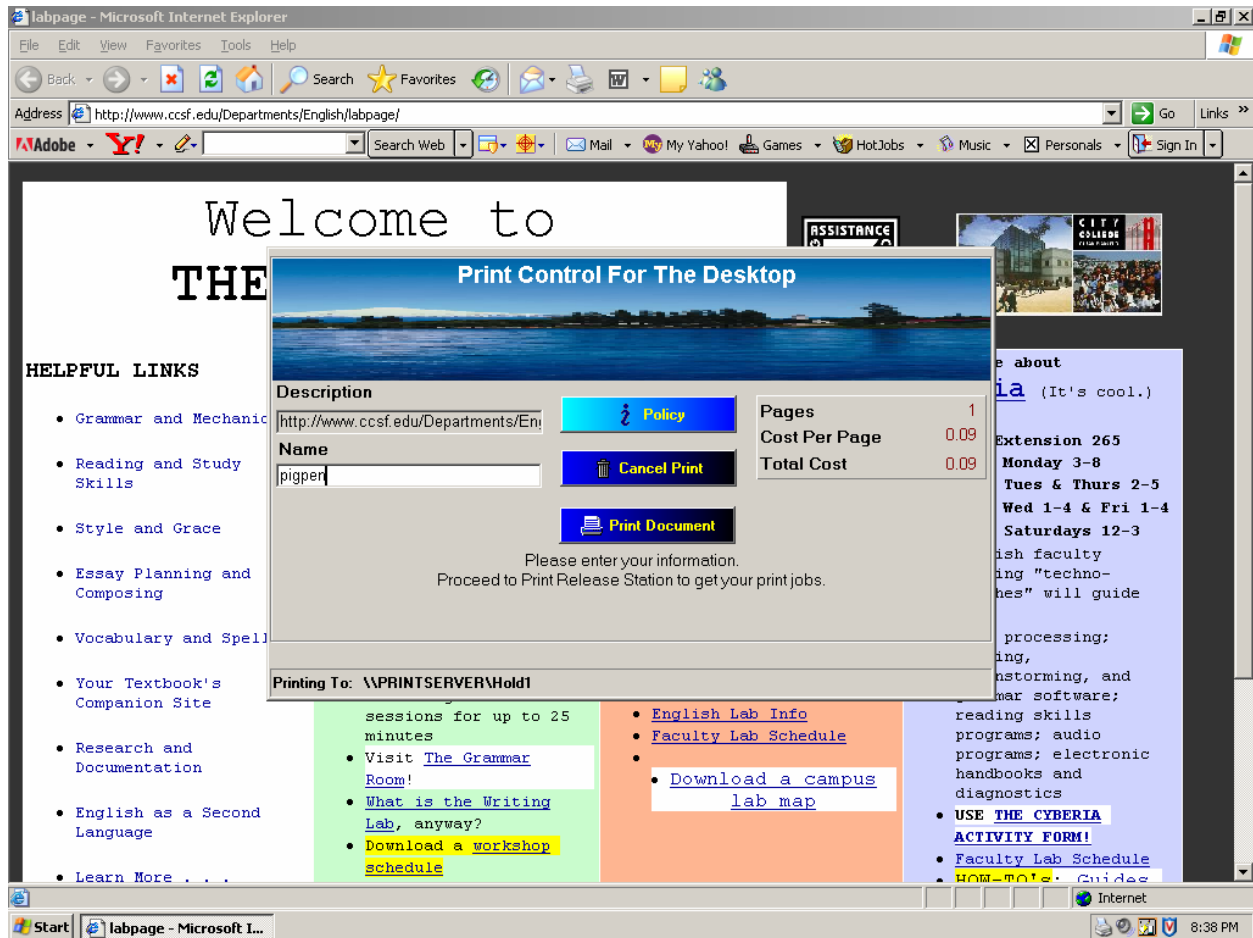


# Using Cyberia's Pay-to-Print Services

1. Please do as much as you can with soft copy on your screen before printing hard copies of your work. You do not want to waste paper and money.
2. After selecting file>print or clicking the print icon, you will see the following on your screen.
3. Fill in a name (it doesn't have to be your full name) that you will remember; then hit "Print Document."



4. Leave your computer. Walk to the Print Release Station and insert your pay card in the little card reader. (If you need more money on your card, increase the value at the large, black vending machine.)
5. Follow the directions on the Print Release Station screen: that is, enter the same name you entered on your computer and verify the document's name and the number of copies to be printed.
6. Follow the next step to complete the printing. Grab your pay card after it pops out. Don't forget it!
7. Half of Cyberia's computers are linked to Printer 1, and half are linked to Printer 2.
8. Check Cyberia's signs to see which printer you are connected to.
9. Go to that printer and enjoy the laser-printed fruits of your labor.
10. Hail Cyberia.