

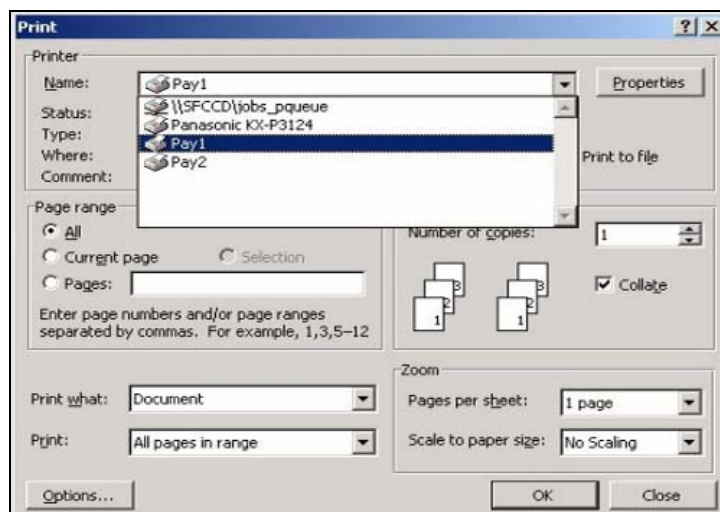
LASER PRINTING FROM WINDOWS

(10 CENTS PER PAGE)

LASER PRINTING IS AVAILABLE ONLY FROM WINDOWS AND MACINTOSH OS X UNITS
NO UNIX / DOS PRINTING

(REFER TO *LASER PRINTING FROM MACINTOSH OS X* FOR ASSISTANCE WITH THAT SYSTEM.)

1. HAVE YOUR **VENDAMATIC** PRINTING CARD READY. IT'S THE SAME CARD THAT IS USED IN THE LIBRARY. YOU CAN INCREMENT THE VALUE ON A CARD OR YOU CAN BUY A NEW CARD FROM THE MACHINES NEAR THE RECEPTION DESK IN THE ACRC. (SOME VENDING MACHINES WILL ONLY ACCEPT A DOLLAR BILL.)
2. PRINT FROM THE WINDOWS APPLICATION AS YOU NORMALLY WOULD BY SELECTING **PRINT** FROM THE *FILE* MENU.
3. AT THE PRINTER DIALOG BOX, SELECT **PAY1**, **PAY2**, OR **PAY3** AS THE **PRINTER NAME**, THEN CLICK **OK**. (STRIKING THE *ENTER* KEY WILL NOT ACCEPT THE SELECTIONS FOR THIS SCREEN.)



4. IDENTIFY THE PRINT JOB(S): *THE PRINT CONTROL FOR THE DESKTOP* DIALOG BOX REQUIRES ENTRY OF A **CLIENT ID**. TYPE A UNIQUE NAME THAT IDENTIFIES YOUR WORK AND DISTINGUISHES IT FROM THAT OF OTHERS. REMEMBER THIS CLIENT ID AND ENTER IT AGAIN IN STEP 7.

IT IS RECOMMENDED THAT YOU USE THE SAME CLIENT ID FOR ALL THE JOBS YOU SEND TO THE PRINT QUEUE IN ANY GIVEN SESSION SO THAT THEY WILL APPEAR IN THE SAME LIST.

AT THIS POINT YOU CAN **PRINT DOCUMENT** OR **CANCEL PRINT**.

