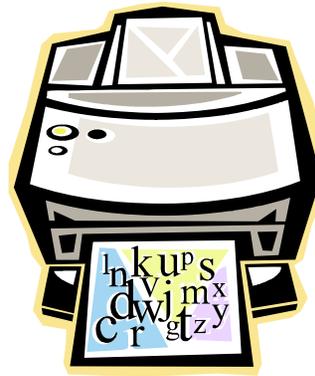# So You Want to Print?

What you will need …

- Printing from a JSU public printer requires the use of either a JSU ID or JSU Guest Card.

- Blank Guest Cards may be purchased from the Uniprint Cash to Card machine in the lobby.

- Money must be added to Guest Cards in order to pay for printing.

- **Flex/bonus dollars CANNOT be used to print**; money must be added to JSU IDs.

- Uniprint machines do not accept coins; money must be added in $1 increments.

- Printing is 5¢ per page.

- Change may be made at the library circulation desk.

Printing

- When ready to print, distinctively label all documents to ensure ease of identification.
- To retrieve documents, use print stations in the lobby.
- Insert charged JSU ID or Guest Card into print station.
- Using the mouse, left click on desired print job from displayed list.
- Left click "Print" in lower right-hand corner of the screen.
- When finished printing, left click "Log Off" on the left side of the screen to retrieve card.
- Documents may be picked up from printers to the left of print station.

Things to remember

- Guest Cards have ZERO balance when purchased.
- Coins are not accepted.
- Documents are retrieved from lobby print stations.
- Pressing "Log Off" will return card.
- Library staff will be available to answer any questions.
- Microform printers are **NOT** part of the UNIPRINT system.
- Cards **CAN** be used in the Library's photocopiers.
- Cards **CAN** be used in other campus labs.

More information concerning the Uniprint system may be found at
http://uniprint.jsu.edu/