



**HOW TO:**

**PRINT, COPY, SCAN FOR THE LIBRARY**

To print a document from a lab machine (\$.09 for black and white/ \$.50 for color)

1. When ready to print, select the "PayForPrint" printer
    - If color is needed, select Printer properties, then select the quality tab and change to color
  2. Scan your badge at the reader on the print/copy/scan device
  3. Select jobs you want to release and press print
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- -Students are given a \$4.50 credit per semester.
  - -Black and white pages cost \$0.09 per page. (which equals 50 free pages)
  - -Color pages cost \$0.50 per page. (which equals 9 free pages)
  - -Students can utilize both color and black/white, but the black/white gives the most value.
  - -Once the free credit is used, the charge goes to their personal Dolphin Card account.
  - -Any issues with the free print credit (\$4.50) can utilize the email [printlabhelp@ju.edu](mailto:printlabhelp@ju.edu) for any help they may need.

### To use the copier

1. Scan your badge at the reader n the print/copy/scan device
2. Select the copy button on the display
3. Set copy settings, place originals face up in the feeder, press blue START button.

### To scan a document to your JU email

1. Scan your badge at the reader n the print/copy/scan device
2. Press scan button
3. Press "me" button to send to your email address
4. Place originals face up in the feeder and press the blue START button

