

WHEN YOU ARE READY TO PRINT:

1. Go to file and choose print.
2. Default is //copyvend1/BLACK (15¢). * For color //copyvend1/color (50¢)
3. Press OK.
4. Remember the number on front of your computer.
5. Go to the Copyvend print station (IN THE BOOK SECTION, TO THE RIGHT OF DISPLAY CASES)
6. If the screen is black move the mouse and click refresh.
7. Find the number that matches the number on your computer.
8. Click once to select (a check mark will appear).
9. The total amount of money owed will appear on the bottom of the screen.
10. Insert money in vending machine and click print button.
11. If you have change coming press the silver change button now.
12. Collect print job from the correct printer to your left.
13. Once you have your copies go back and LOG OFF your computer.

*** As of 1/14/08 color not available**