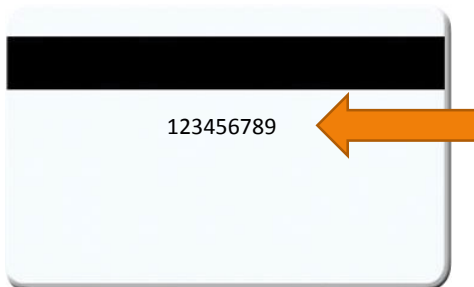


Printing Instructions

* There is a fee of 10 cents per page (Color printing unavailable).

STEP 1: STUDENT IDENTIFICATION CARD

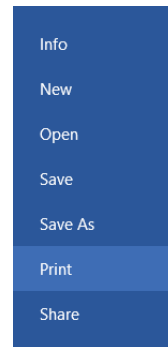
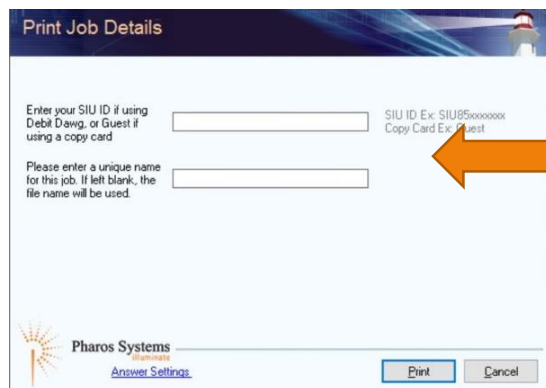
1. Get a Student Identification card.



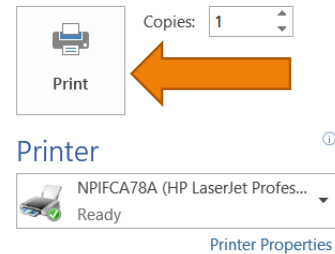
2. Add money to your card at the ADDVALUE STATION
3. Swipe your card to read the amount on your card. (Left-hand side of machine)

STEP 2: ON YOUR COMPUTER

1. Choose 'Print' in the document's File Menu.
2. A print screen will pop up (print job details).
3. Type your Print Card Number in the top box.
4. Type a name for your document in the bottom box.
5. Click print.



Print



STEP 3: AT THE PRINTING STATION

1. Type in your UH ID Number (Same as STEP 1 – Located on the back of ID)
2. The monitor will display the print job.
3. Selected the name of your document.
4. Then press the print button on the bottom page
5. Check the printer for your pages.