

PRINTING INSTRUCTIONS

Before any printing can be done the user must have a Copicard, which can be purchased at the Circulation Desk. If you already have a “regular” Copicard (for making photocopies) it can also be used for printing.

HOW TO:

- Once the desired document/search is displayed on screen, select the “**Print**” option from your Internet browser and wait about 10-20 seconds for the next screen to appear.
- The following screen appears (Fig. 1). Type your name in the appropriate box. You may assign a name/subject to your document to replace the default’s Description name/URL. Click on the “**Send to Print Release Station**” button.

U OF M LOUIS CALDER LIBRARY

Black and White

Total Pages = 1

Total Cost = 0.00

Your job will be retained for 1.00 hr

Your Name PUBLIC

Description (Optional) HTTP://CALDER.MED.MIAMI.EDU/

Cancel

Send to Print Release Station

Fig. 1

Over →

- Proceed to the appropriate Network Printer Vend station. On the station's computer screen, if you see a gray box that says, "NO LANG FIELD CODE (4160) LANG (1)," click on it.
- Then, click on the "**Refresh**" button on the "Vend Print Job" screen.
- Locate and click on your print jobs (identified by "PUBLIC" or your name/password, if had you entered one) on the "Vend Print Job" screen and click on "**Print.**" Wait for the "TCRU"/Please Insert Funds screen.
- The "TCRU"/Please Insert Funds screen will show you the total cost (in units). Click on the "**OK**" button.
- You will be prompted to "Please Insert Card." Lightly insert your Copicard and collect your copies from the printer.