

Printing at USEK Central Library Using your MACard:

Self-service copiers are now available throughout USEK library.

All printing costs are automatically deducted from your USEK MACard balance.

Guests and visitors are welcome to use the campus libraries and should purchase a **visitor card** into which funds can be added in order to use the copy/print services, or to make purchases on-campus at any outlet that accepts the USEK Card.

These cards are available at **the library** or at the **dispenser machine** on Campus for 5000 L.L. and can be reusable after the value is exhausted, by adding value to it through the dispensing machine.

Printing:

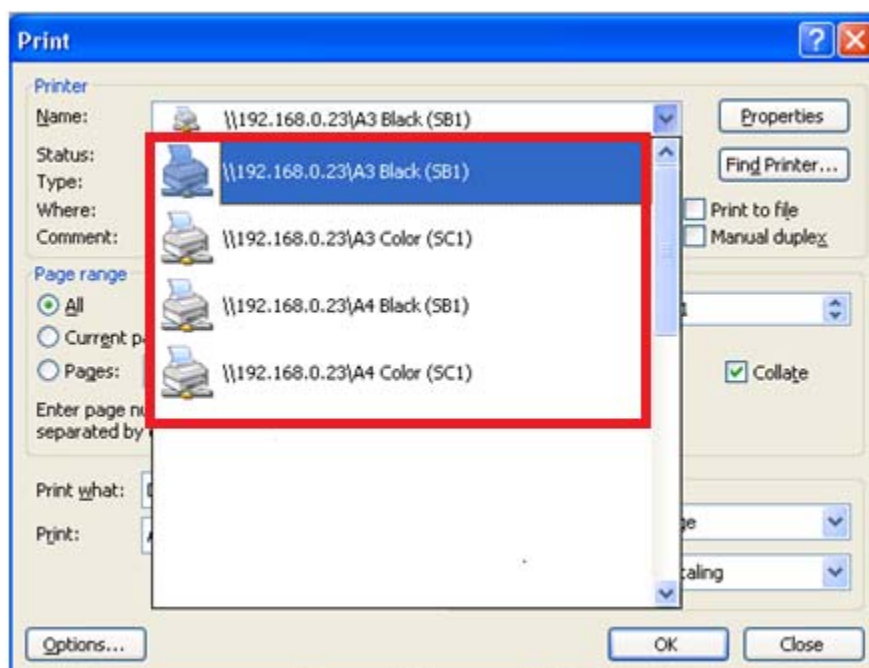
1. Open the document you would like to print.
2. In the print dialog box, select the printer queue you would like to send your print job to.

Salle 1 :

- \\192.168.0.23\A4 Black (SB1)
- \\192.168.0.23\A3 Black (SB1)
- \\192.168.0.23\A4 Color (SC1)
- \\192.168.0.23\A3 Color (SC1)

Salle 2 :

- \\192.168.0.23\A4 Black (SB2)
- \\192.168.0.23\A3 Black (SB2)
- \\192.168.0.23\A4 Color (SC2)
- \\192.168.0.23\A3 Color (SC2)





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3. Select the pages you wish to print. (The default is "All") and select the number of copies. (The default is "1").
Click "OK".
4. Go to the self-service print station and swipe your USEK MACard through the attached card reader.



5. The screen will list all the documents that are waiting to be printed.
Job Description and *Workstation Name* will be displayed. By clicking on “Print Jobs”, they become highlighted. You can select one or more jobs to print.

	Owner	Description	Machine Name	Pages	Submitted Date	Submitted Time
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:1
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:2
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:4
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:5
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:8
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:13
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:22
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:24
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:25
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:28
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:29
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:30
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:31
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:32
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:38
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	18:2:39
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	15:45:4
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	15:45:7
	itc	Text Page	ITC-TRAINING2	1	9/22/2009	15:45:10

Account: 101.51 Account Total: 0.40 New Account: 101.11

2 Print

Select All Refresh List

Delete Print Job Quit

Furthermore, the number of *pages* and the total balance are displayed.
 You have the option to “Delete” or “Print” the jobs.

6. If you have selected to “Print”, your card will be debited and your document will be printed automatically on the adjacent printer.

Notice:

- If the amount required is more than your total balance, you will not be able to print until you add cash to your MACard. Click “Exit” to log out.
- No amount will be deducted from your card until you click “Print” button.