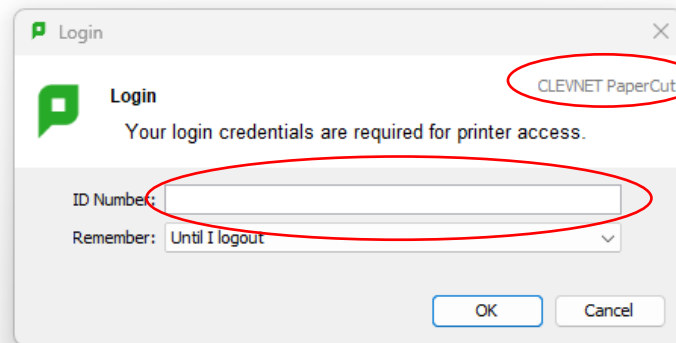


How to Print

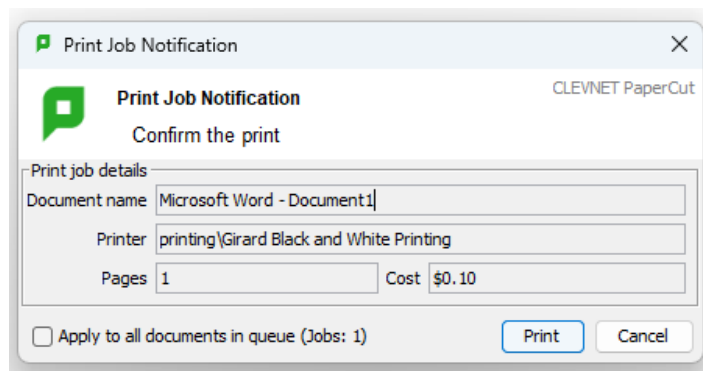
****Patrons who have never used Papercut before will need to register their account before they can print from the public computers.****

1. Go to the print screen.
2. Choose either Girard Black & White Printing (\$.10) or Girard Color Printing (\$.25) from the printer options.
3. Click print.
4. You will be prompted to enter your library card number (ID Number). Enter & click ok.



**Click here to register
for the first time!**

5. Confirm the amount when prompted by clicking print. (You can add funds at the print station by the printer.)



6. Go to the EcoprintQ Print Release Station and scan your library card or enter your card number.
7. Select Print from the options.
8. Choose the job you wish to print and release it by selecting print.
9. Don't forget to log out (top right of the pay kiosk display screen).