

Guide to Printing and Photocopying in Roberts-LaForge Library

Adding Value to your Card: Printing costs five cents per page. Photocopying costs ten cents per page. DSU faculty, staff and students can pay for printing and photocopying using their Okra Kard. Non-DSU patrons can buy a guest card to pay for printing and photocopying. In order to pay for printing or photocopying, you must swipe your card at the Card Value Center machine and follow the onscreen instructions. See Figure 1 on the right for an illustration of the Card Value Center machine.



Figure 1: Card Value Center Machine

Printing in the Library: For details about printing in the library, see the steps below.

Sending a print job to the Print Release Station:

1. On your browser window, click the File menu and select "Print."
2. In the print window, select the pages you wish to print and the number of copies to be printed. See Figure 2 on the right.
3. A "Print Job Details" window will appear. Type the name of your print job in the box and click the "Print" button. See Figure 3 below.
4. Go to the Print Release Station, located beside the printer.

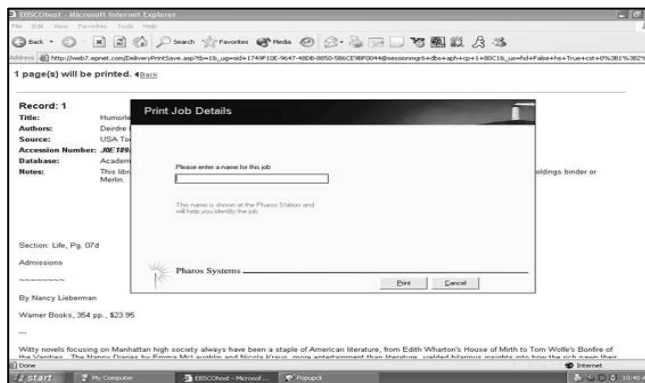


Figure 3: Print Job Details Window

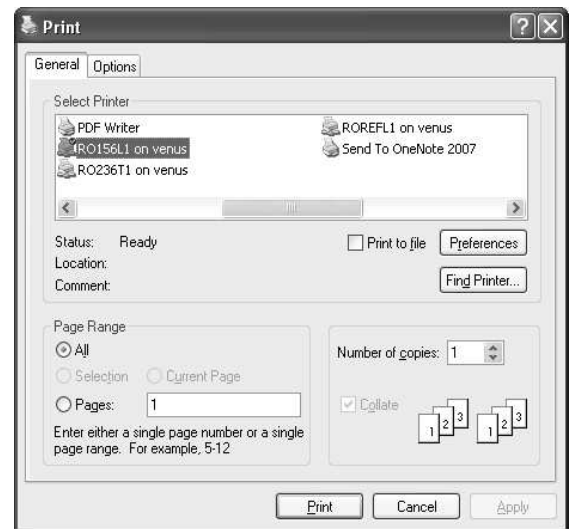
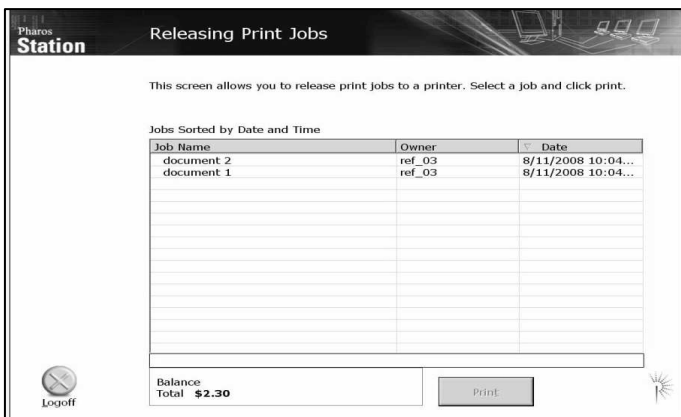


Figure 2: Print Window



Releasing a Print Job:

1. Swipe your Okra Kard or Guest Card through the card acceptor. Your balance will be displayed at the bottom of the screen (see Figure 4 on the left)
2. On the "Releasing Print Jobs" screen, click the name of your print job.
3. Click the "Print" button at the bottom.
4. Click the Logoff X at the bottom left after printing.

Figure 4: Releasing Print Jobs Screen

Photocopying in the Library: For details about photocopying in the library, see the steps below.



1. Beside each photocopier, there is a card swiper. Swipe your Okra Kard or guest card in the swiper.
2. After swiping your card, you will see your card's balance on the screen of the card swiper.
3. Raise the cover of the photocopier, place the front side of the page down that you wish to copy, and press the green "START" button on the photocopier.
4. When you are finished photocopying, press the arrow button on the card swiper.

Figure 5: Card Swiper