

CNU COMMUNITY PATRON PRINTING INSTRUCTIONS

FEES

Gift Cards, used for printing, may be purchased at the Captains Cash Kiosks located in Einstein's Café or in the DSU near the Bookstore. The initial card costs \$2.00 which includes a \$1.00 fee for the card and \$1.00 worth of printing.

Single-Sided Black and White Printing	\$.06 per sheet
Double-Sided Black and White Printing	\$.08 per sheet
Single-Sided Color Printing	\$.15 per sheet
Double-Sided Color Printing	\$.26 per sheet

INSTRUCTIONS

1. Send the job to the printer
Note: How to do this will depend on the program you are using
2. Select **LIBRARY BW** for Black & White Printing
3. A printer dialog box will pop-up

4. a. Single-Sided Printing

- ✓ Click Print

3. b. Double-Sided Printing

- ✓ Click Preferences or Properties button (depends on program)
- ✓ Click the Layout tab
- ✓ Under the section Print on Both Sides, choose Flip on Long Edge
- ✓ Click Okay
- ✓ Click Okay again

4. A password/job name box will pop-up
5. Type in a password for the job
Tip: It can be anything you want, but keep it short.
6. Type in a name for the job
Tip: It can be anything you want, but make it unique so you can locate it in a list.
7. Go to a print station
8. Swipe your Gift Card
9. A list of current jobs will appear
10. Select your job from the list
11. A keyboard will pop-up on the screen
12. Type in the password
Note: If you forgot the password you will need to re-print it. The system will automatically delete unprinted jobs after 2 hours.
13. Select Print
14. The amount of money on the card will be displayed on the touch screen

IMPORTANT REMEMBER TO HIT EXIT AFTER PRINTING OR YOUR ACCOUNT (MONEY) CAN BE USED BY OTHERS WHO PRINT AFTER YOU

PRINTER STATION LOCATIONS

Reference Area of Tribble Library (1 st Floor)	2 Black & White Printers
24/7 Study Area of Tribble Library (1 st Floor)	1 Black & White Printer
Media Area of Tribble Library (2 nd Floor)	1 Black & White Printer; 1 Color Printer

PLEASE TURN OVER FOR IMPORTANT INFORMATION REGARDING YOUR GIFT CARD ACCOUNT

HOW TO ADD MONEY TO THE GIFT CARD

The Captains Cash Kiosks located in Einstein's Café and in the DSU near the Bookstore.

Cash: any amount
Credit Cards: \$25.00 minimum/\$500.00 maximum
No checks or coins
Note: Machines do not give change
Change can be obtained at the Circulation desk.

If you lose, or forget to bring, your gift card you will need to purchase a new card in order to print.

In addition to printing the money on your gift card may be used in campus photocopiers, all campus dining locations, the University Bookstore, and the Captains "C" Store.

ACCOUNT QUESTIONS?

Please Contact:
Captain's Card Office in the DSU
David Student Union, 3rd Floor, Office 386
Email: captaincard@cnu.edu
Phone: (757) 594-8834
M-F – 8 a.m. - 4 p.m.
S-S – Closed

CARD QUESTIONS?

Please Contact:
The Welcome Desk
David Student Union, 1st Floor
Phone: (757) 594-7000 or (757) 594-7100
M-TH - 8 a.m. - 12 a.m.
F - 8 a.m. - 11 p.m.
S-S - 10 a.m. - 11 p.m.