

SAINT.PETER'S COLLEGE EDUCATION. ONE STUDENT AT A TIME.

SPC Green Printing Initiative

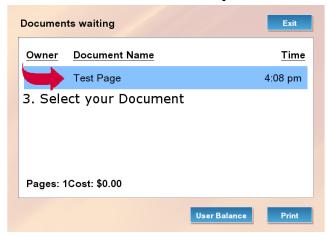
In an effort to reduce paper consumption across the campus, ITS has implemented a new printing procedure that will monitor printing consumption in 5 locations on campus: Loyola Hall, Pope Hall, Call Center, Library and Dineen Rm 333. This system is easy to use. Just follow the instructions below:

Quick Start Guide:

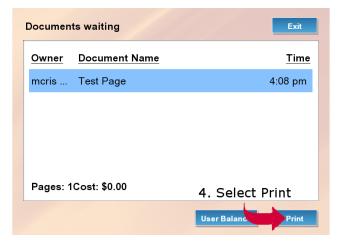
- 1. Press "Print" in the usual way to print your document.
- 2. Swipe your OneCard at the Release Station.



3. Select the document you want to print.



4. Press Print on the Release Station.



5. Your document will now print.

Tips:

- You can view your balance at any Release Station. Simply swipe your card and press User Balance. This will show your Free Print balance and Flex Dollar balance.
- Once you send your job, you can pick it up in any of the 5 Pharos locations.
- If you're experiencing any difficulty or have any questions, please contact the Helpdesk, Loyola Lower Level, or an on-location lab monitor.



SAINT.PETER'S College

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ITS Department Locations: Loyola Hall Lower Level Henneberry 1st Floor

Contact the Helpdesk at: Phone: 201-761-7800 E-mail: helpdesk@spc.edu