1. At the computer, click on the Office Button located in the upper left corner and select **Print**.

2. A screen will pop up and it defaults to b/w printer. Click **OK**.
   *For color printer: Select color printer ($0.30). Click **OK**.

3. Before leaving your computer, look at the **computer number** on the monitor.

4. Go the Touch Screen. Find your computer number by looking at the last two digits {IOLIB100xx}.

5. Select the document you want to print and touch **Continue**.

6. Insert card.

7. Select **Pay and Print**.

* Don’t forget your copy card!

**Need help?**
**Ask librarian @ Information desk.**