

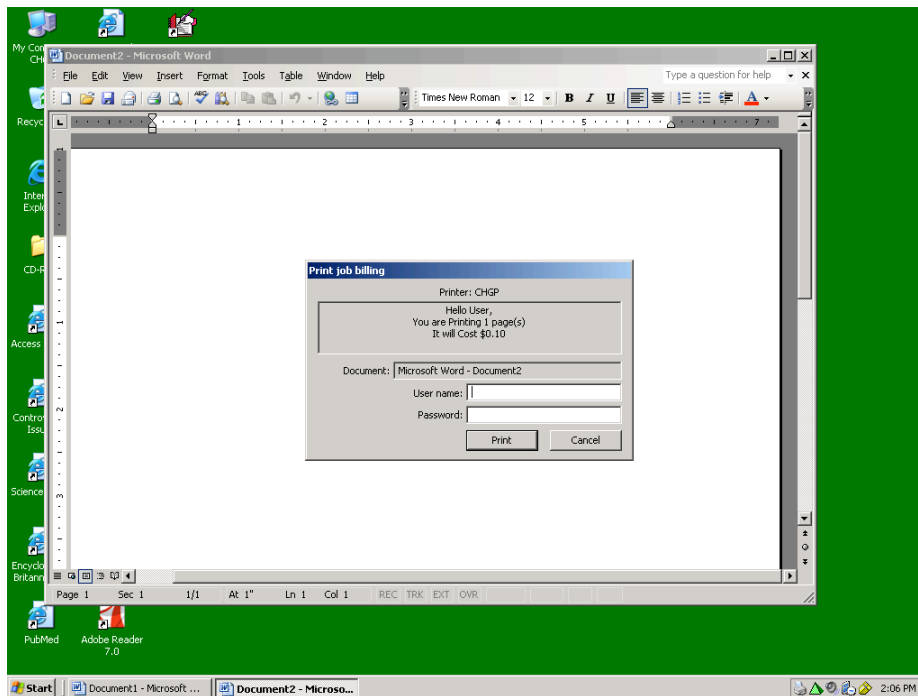
# Printing and Copying at Mercy College

## To Copy:

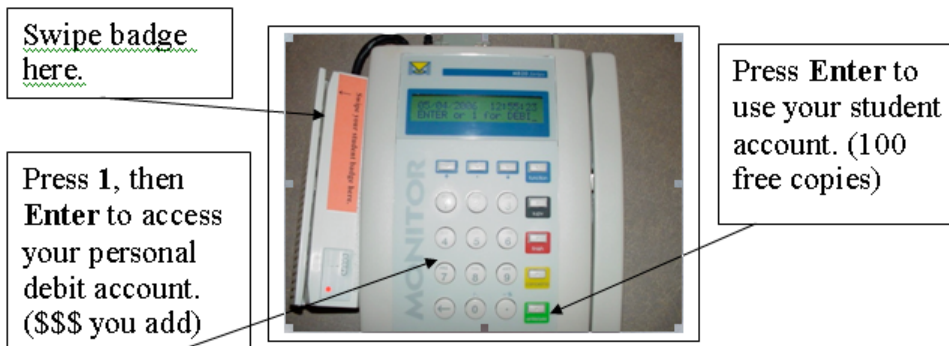
- Swipe your badge at the swipebox to identify yourself to the print control system.
- Select your account: Student or Debit
- Select the copy(1) option.
- Make copies!
- Press 'Finish' (button outlined in red) to end your session.

## To Print:

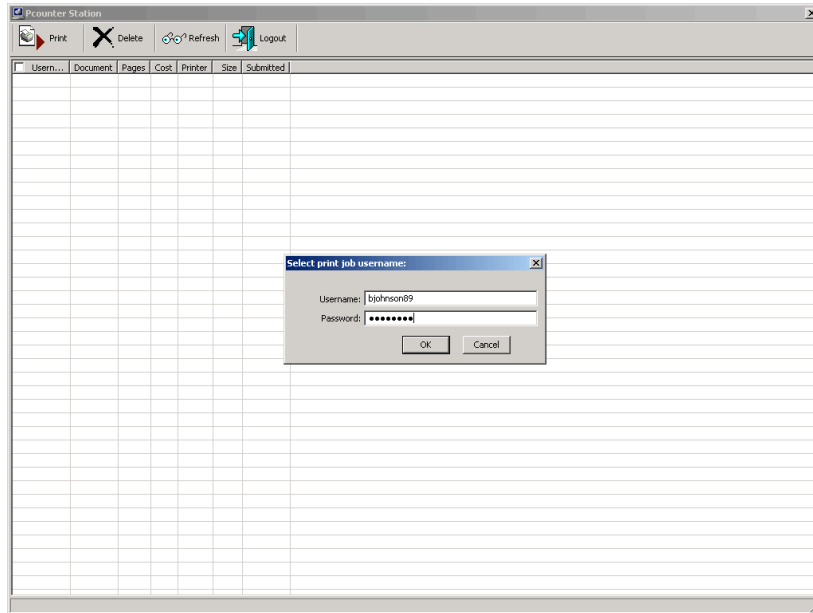
- Print your document. A login box will appear on the screen; enter your email/Blackboard username and password.



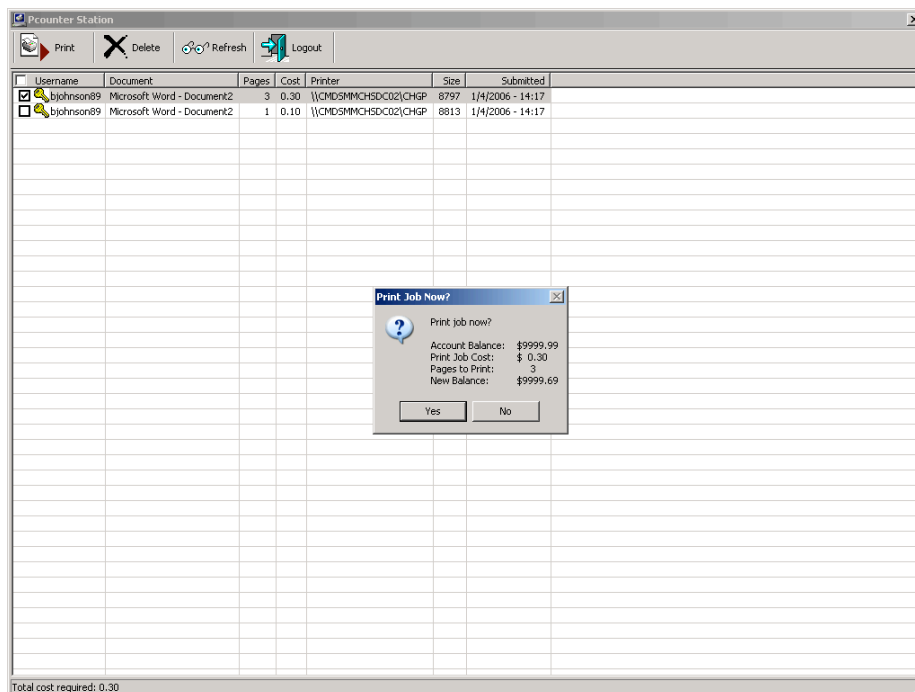
- Go to the print release computer. You will have to swipe your badge on the left-hand side of the swipebox. This will identify you to the print control system.



- The swipebox will let you select an account: Student (100 pg. quota) or Debit (cash, \$.10 per page)
- The swipebox will give you the option to ‘copy(1)’ or ‘print(7)’. Select ‘print(7)’.
- On the print release computer, log in with your email/Blackboard username and password.



- Select the job(s) you wish to print, and click ‘Print’ in the upper-left hand corner. You will be asked to confirm the print job(s), and given a report on how the pages used will affect your quota.



- When finished, click ‘Logout’ to end your session.