

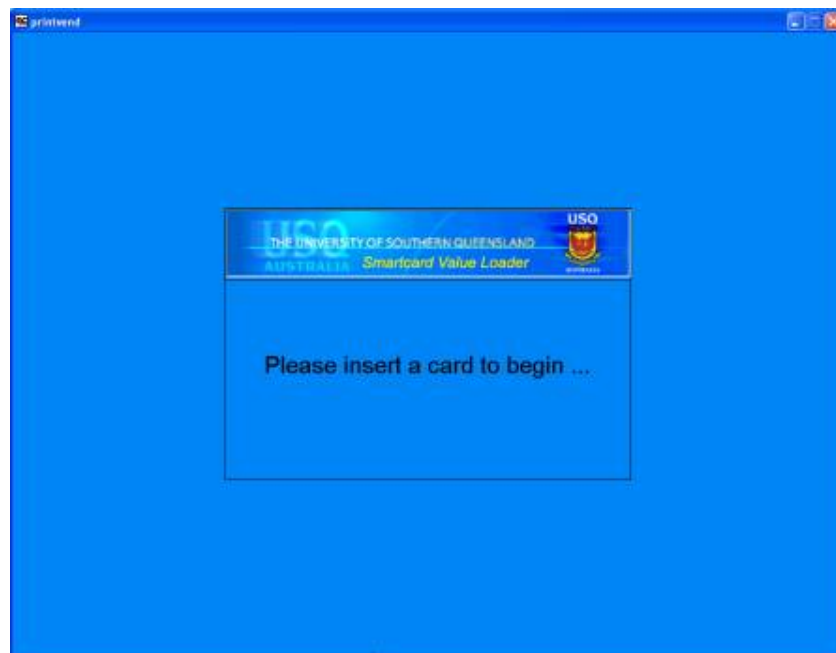
Additional print quota can be added to your printing using the gold chip on your student card.

The machines to transfer money onto your student card are located on the top floor of the library.

To transfer money from your card to your print quota using the Printvend transfer PC in K Block Print room (k105), follow the steps below:

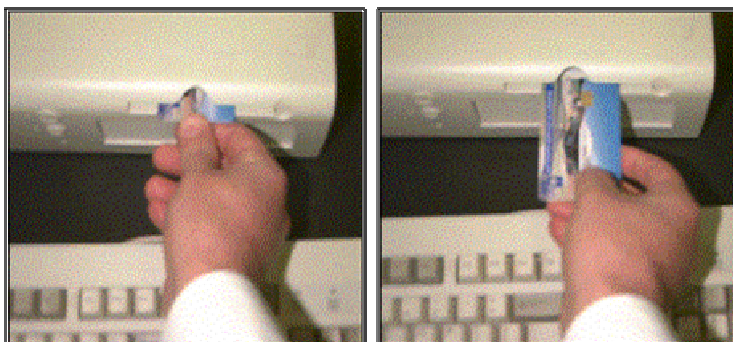
Student Print Vend Instruction

1. When you approach the 'PrintVend' system, you should be greeted with the following screen. If not, press a key to bring it out of the screensaver. Otherwise, you may restart the machine, which will boot into this screen.



2. Positioning your card with the 'chip' facing up and closest to the system, insert your student card into the middle of the floppy drive bay (as shown below).

nb. Be sure to firmly insert your card all the way into the slot as shown below)

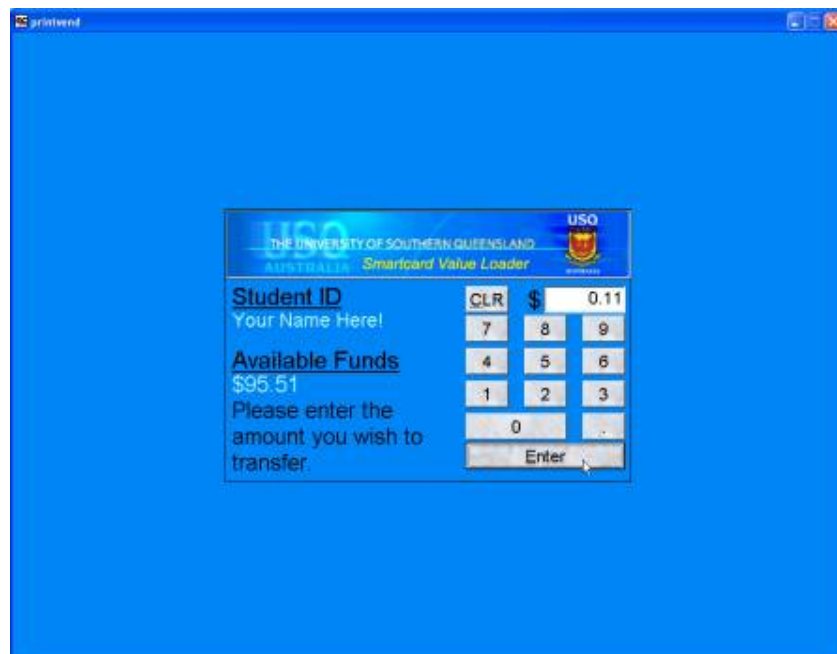


If your student card is not inserted correctly, the program will notify you that it cannot correctly read the card. If this happens, simply take out the card, and re-insert it.

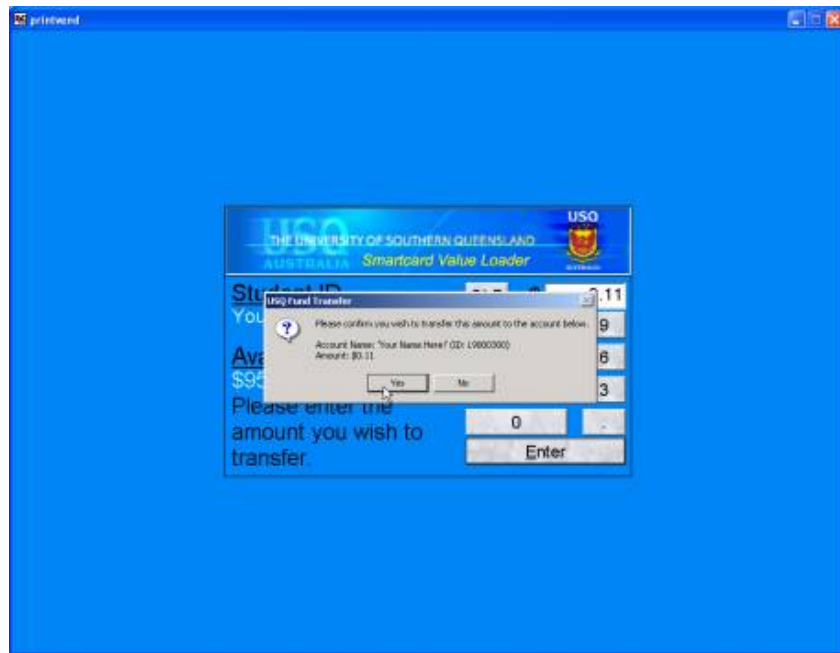
3. After you correctly insert your student card, you should see the following screen with your name and the amount of available funds left on your card.



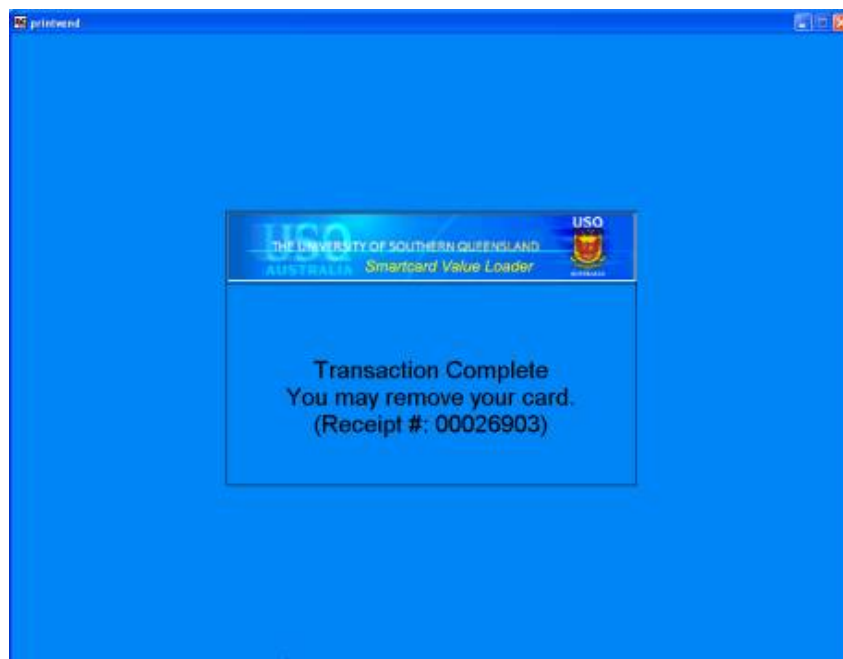
4. Enter the amount you wish to transfer to your print quota as shown below:



5. Click the 'Enter' button, then you will be prompted to confirm the details of your transaction as below:



6. If the details are correct, click the 'Yes' button, otherwise, click 'No'.
7. You will then be presented with the 'Transaction Complete' screen as shown below. Make sure you record your 'Receipt Number' should anything go wrong.



8. Remove your card by simply pulling the card back out of the card reader.