HOW TO USE THE SELF-SERVICE PRINTING/PHOTOCOPYING MACHINE

1. Open the document you desired to print and press CTRL+P on the Keyboard. Set the no. of copies and the settings and click Print.

2. Wait until MyQ Login window will pop-up and enter your PIN to login and press OK.

3. Once login. Pending Jobs will pop-up and click on the Printer Icon.

4. To proceed with the printing, go to the self-service printing machine and enter your PIN.

5. Once login. Press Print All.

6. For assistance please ask the Librarian.