

# Printing and Photocopying in Olin & Uris Libraries

## Information for Visiting Researchers

### Printing:

#### Step 1: Purchase a Vendacard

In **Olin Library**, the Vendacard dispenser is on the Lower Level (go down the stairs near the Libe Café, and turn right)

In **Uris Library**, there is a Vendacard dispenser/encoder in the Dean Room (beyond the Circulation Desk, around the corner, to the right of the photocopiers).

The cost of a card is \$.55. To purchase a card, insert \$1.00 in the Vendacard dispenser/encoder and receive a card with \$.45 cents credit on the card. Re-insert the card to add more money. Because Vendacards are easy to leave behind, it's a good idea to sign the back of the card.

#### Step 2: Send your print job to the LPT1: Olin Vendacard printer (or LPT1: Uris Vendacard printer).

- Once you have selected the print option, a print "window" will pop up. In the print window, use the pull-down menu to choose VendaCard Printing Station (at the beginning of the list).
- Note the number on the base of your computer monitor. This number will identify your print job.
- In Olin, the VendaCard Printing workstation is located in the room behind the Reference Desk (look for the signs!). In Uris it is located in the North Alcove of the Dean Room, in the corner nearest to the glass door.
- At the VendaCard Printing Station, select the print job that matches the number printed on the base of your computer monitor.
- Insert the vendacard to print.
- If you do not see your workstation on the list, click on REFRESH.
- Click on the PRINT button to start printing.

Photocopying →

### Photocopiers

**Olin & Kroch Libraries:**

Photocopiers will accept coins (\$.15/page), or a vendacard (\$.10/page)

Public photocopiers are available on the Lower Level, in the stairwell leading from the Libe Cafe to the Newspaper and Microform stacks.

Room 402 is equipped with several photocopiers and a vendacard dispenser/encoder. Take the elevator to the 4th floor and turn left.

**Uris Library:**

Public Photocopiers are located on the Main Level of Uris Library (the Dean Room) just beyond the Circulation and Reference desks.