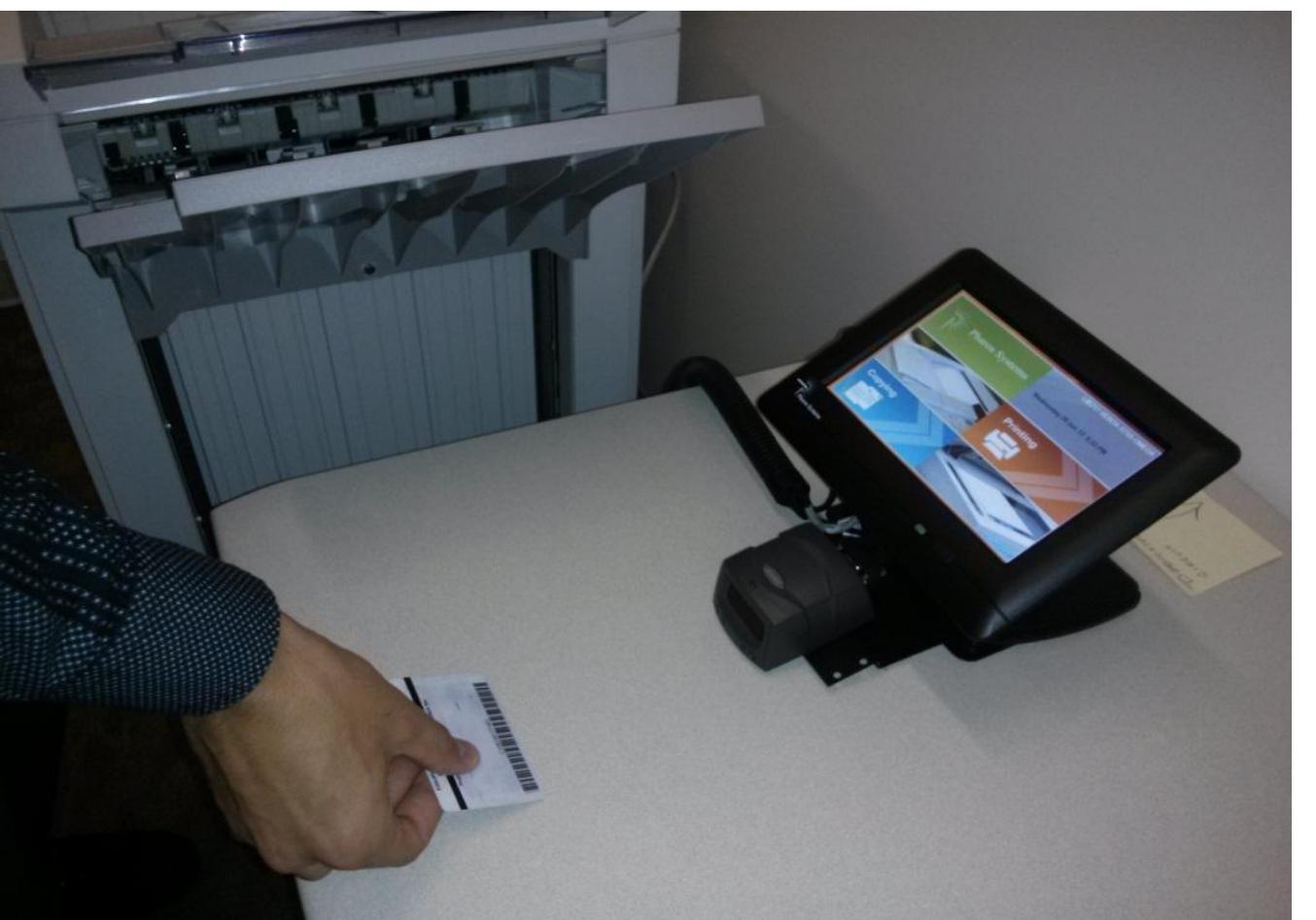


# How to Print

1. Print your document(s) from the computer.
2. Make sure the printer selected is either GV Print 1 or GV Print 2.



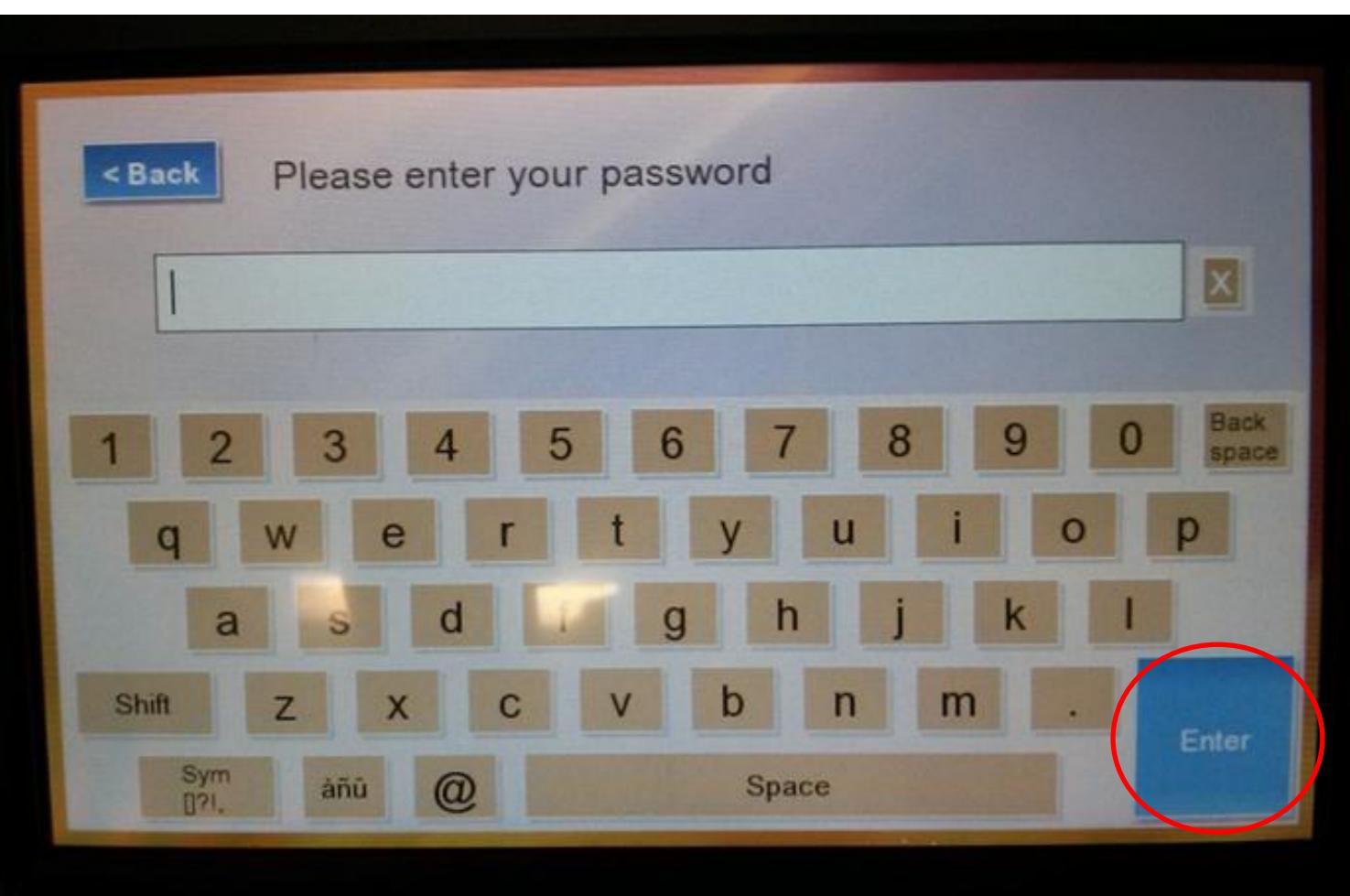
3. Go the Copy/Print room and have your Student/Faculty/Staff ID ready. Scan your barcode under the touch screen device.



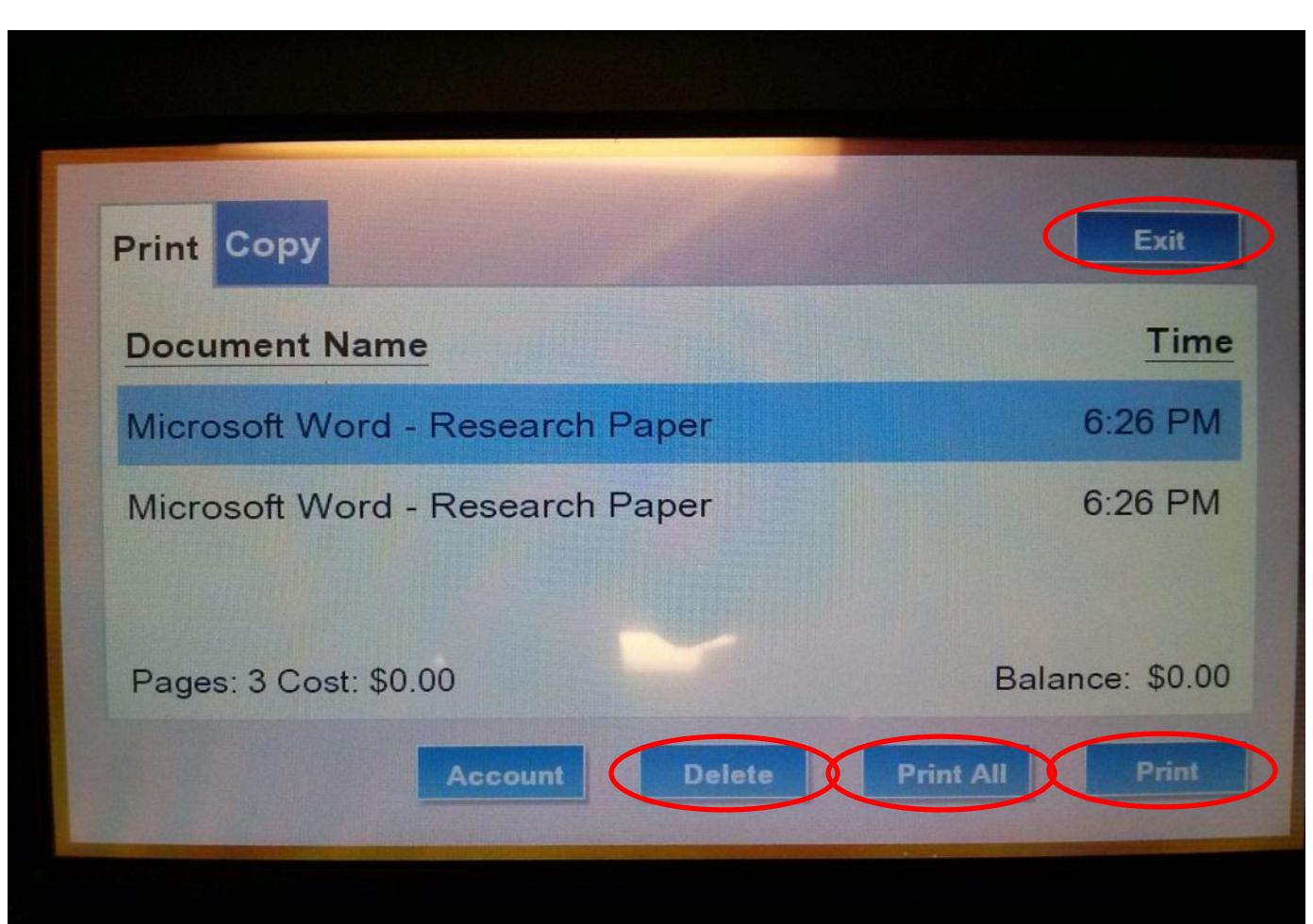
4. **IF YOU DO NOT HAVE YOUR ID** - Touch the screen to wake it, enter your Network ID and press Enter.

5. On the next screen:

- a. If you scanned your ID – proceed to step 6.
- b. If you **DID NOT** scan your ID – type in your password and press Enter.



6. Select the document(s) that you want to print and press the Print button. If you want to print all of the documents, press the Print All button. If you want to delete a document from the print queue, select that document and press the Delete button.



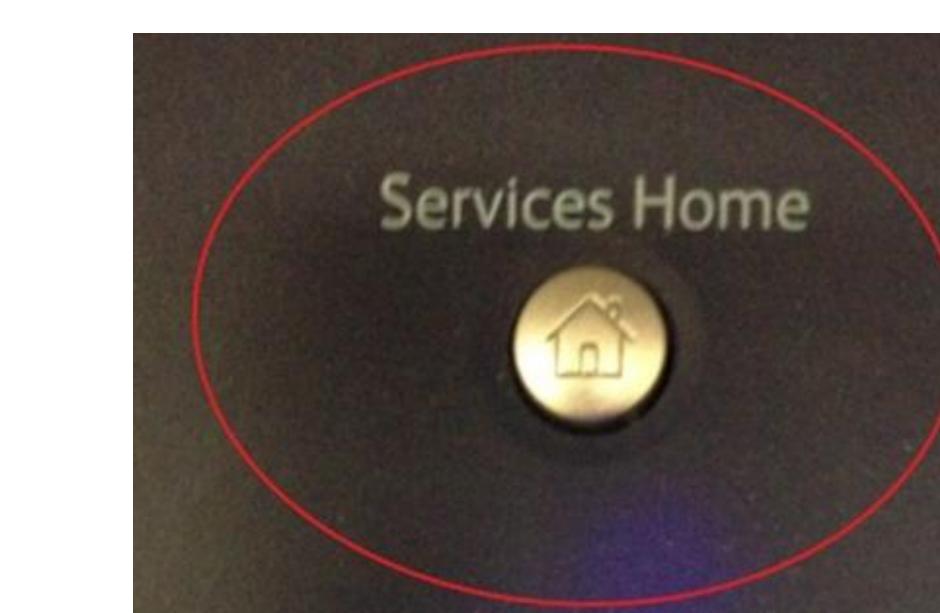
7. When you are finished printing your documents, press the Exit button
8. **\*\*\*NOTE\*\*\*** Unprinted jobs will be deleted automatically overnight.

## Did you know?

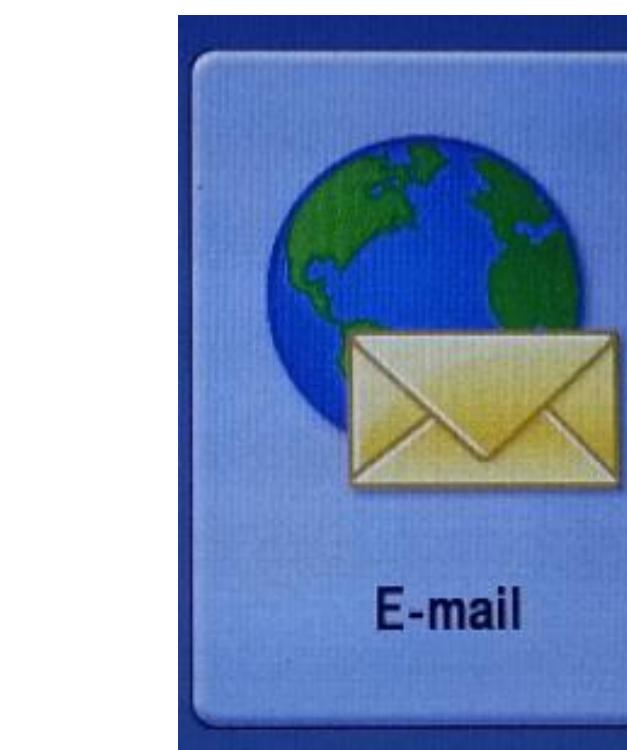
You can staple, collate, scan, copy, and print all with the library printers!  
Call the IT Help Desk at 616-331-2101 for assistance!

# How to Scan

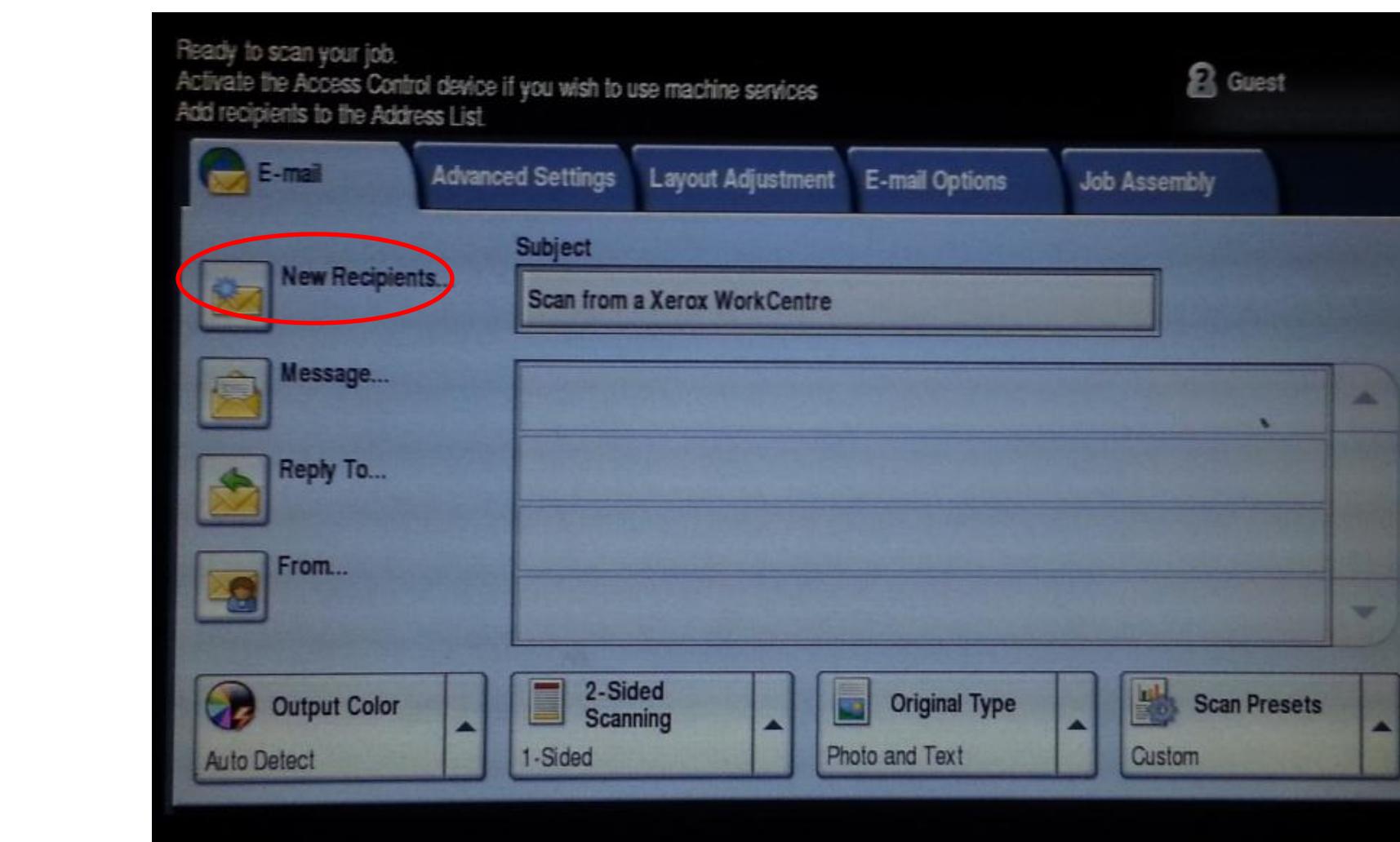
1. Push the Services home button on the printer



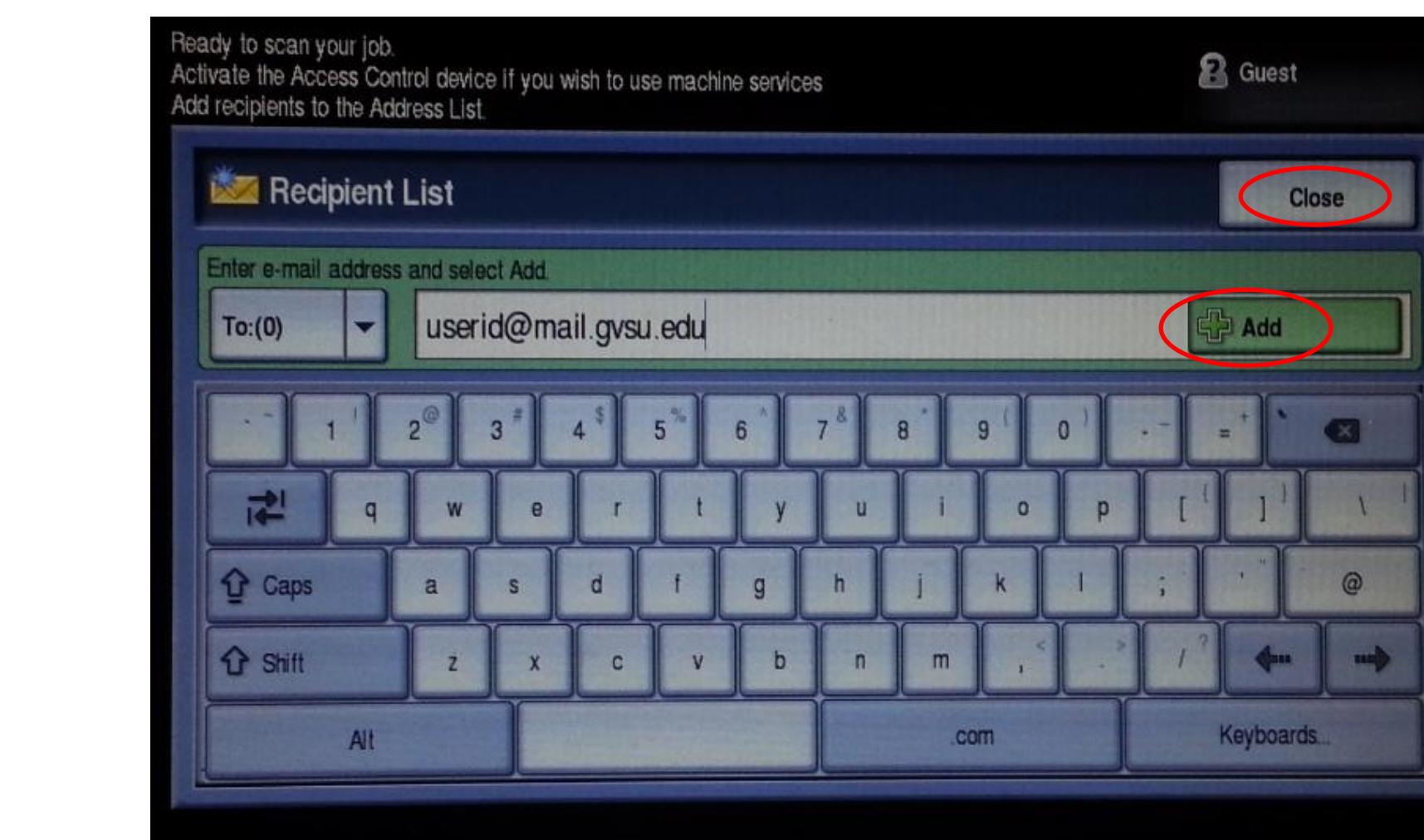
2. Click on the E-mail icon on the touch screen.



3. Click New Recipients on the touch screen



4. Type in your email then click Add then click Close on the touch screen

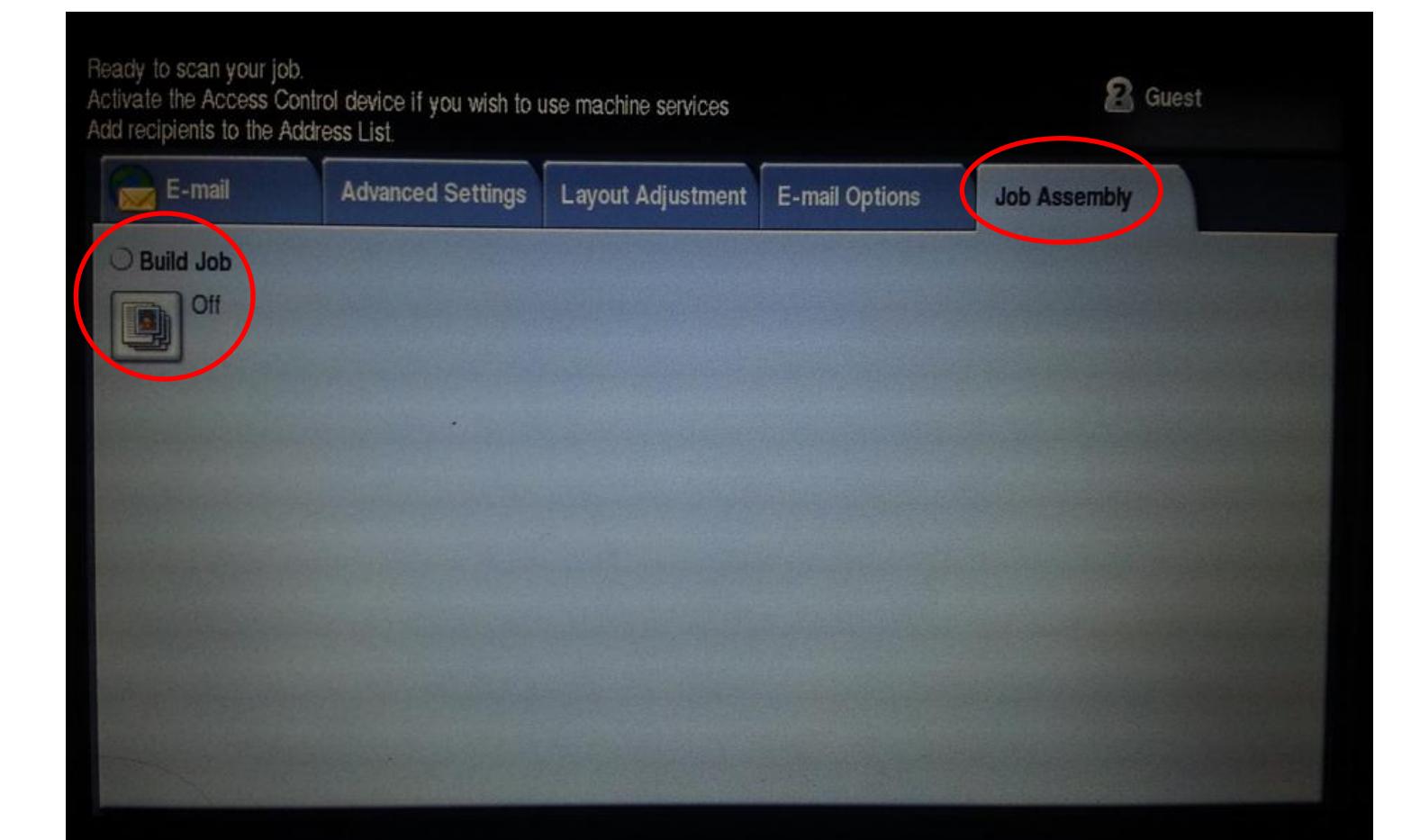


## For Loose-Leaf Documents

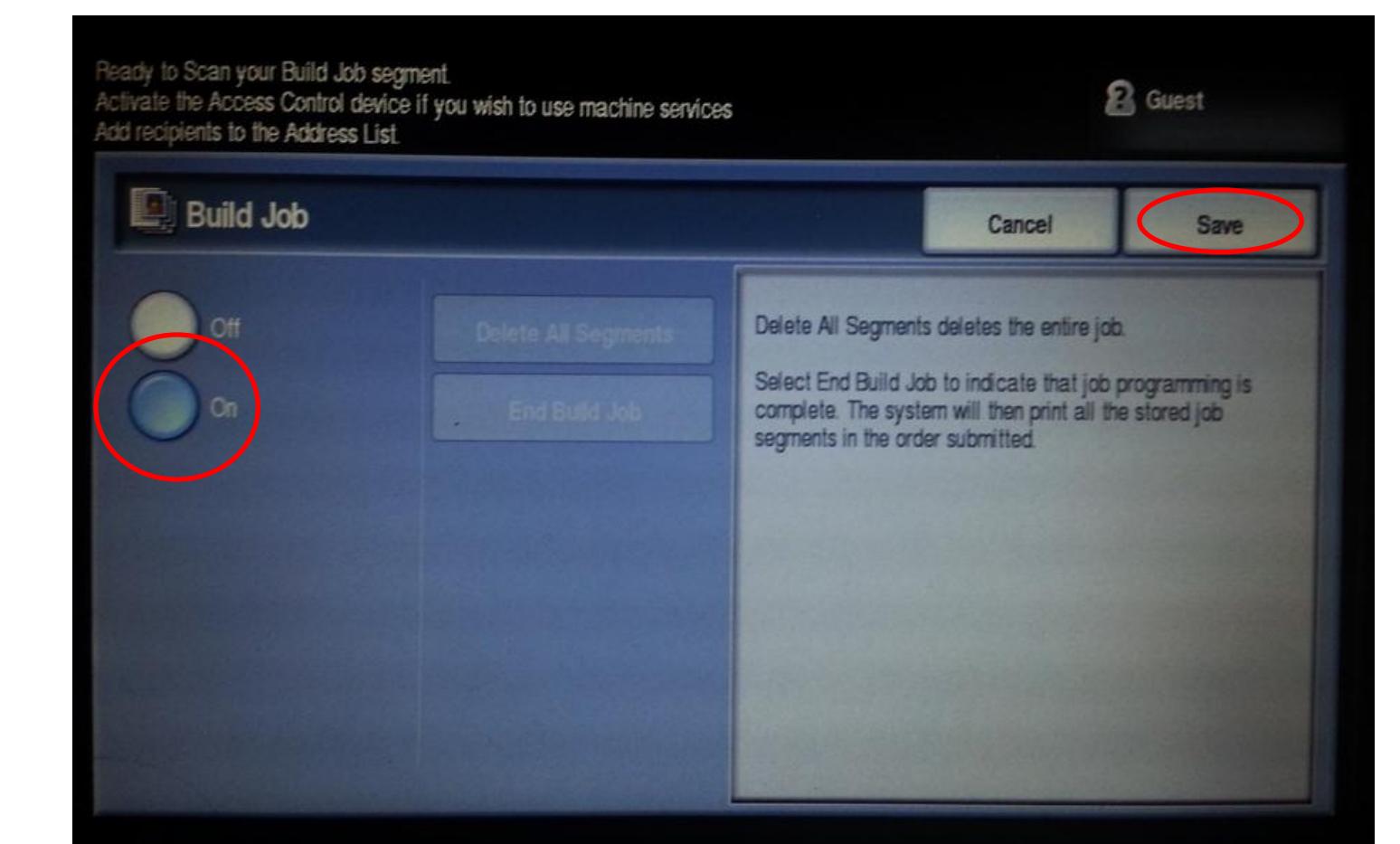
6. Put your document(s) on the top scanner feed & Press the green Start button
7. Once it completes, it should be in your email.

## For Books / Bound Documents

6. Click Job Assembly then click Build Job

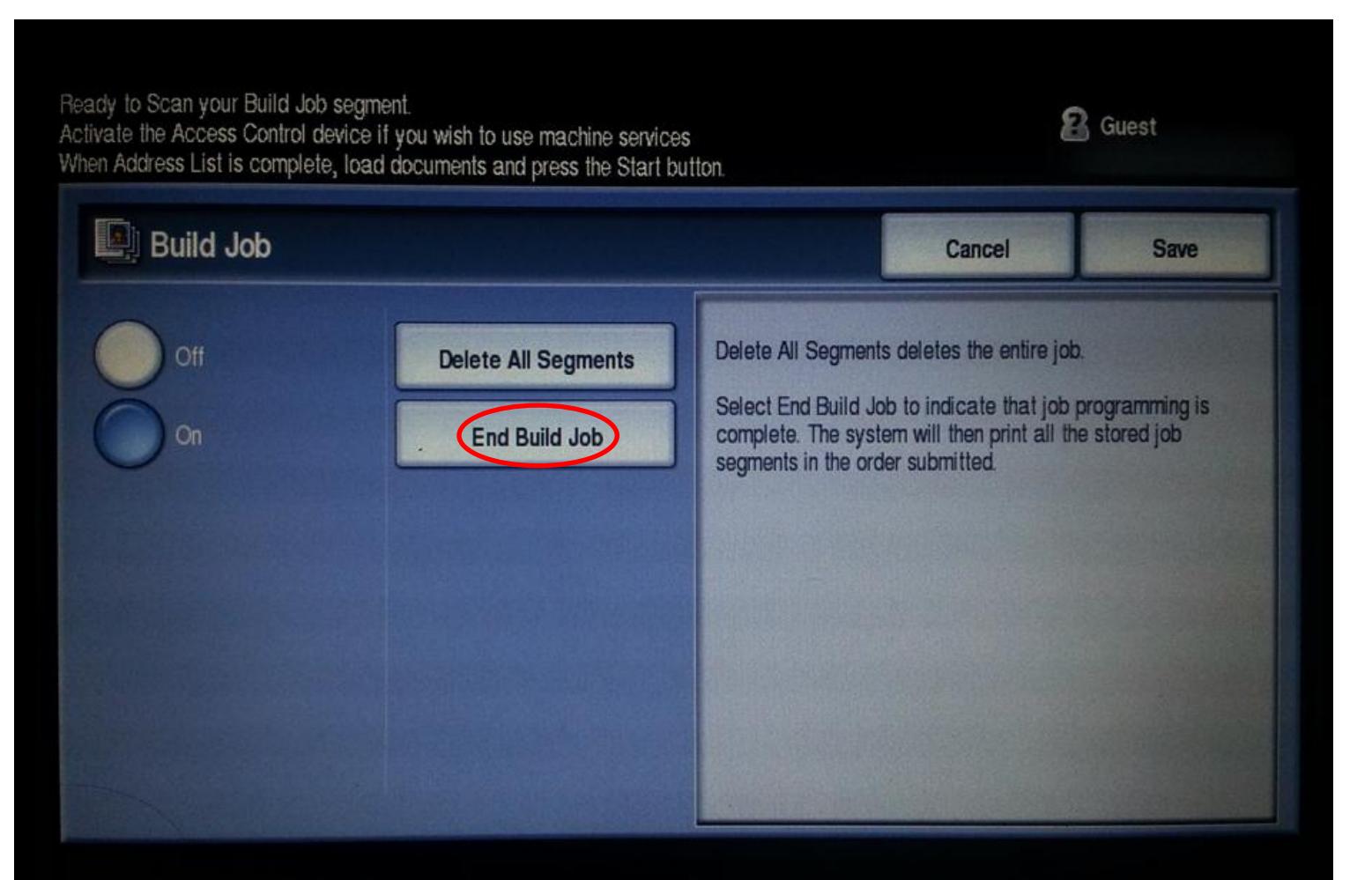


7. Click the On option and then click on Save.



8. Scan each page, one at a time, when done click on Build Job again.

9. Under the Build Job screen click on End Build Job.



10. The screen will say processing and then completed when it's done. It will be in your email once completed.

11. To clear your email address in the New Recipients field, push the yellow Clear All button.

## Did you know?

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