Public Printing Instructions

Branch Printing Accounts are set up at each Circulation Desk to accommodate members of the public or other individuals who do not have an NSID but need to make print copy.

Each branch has their own Circulation NSID and password.

To add money to the Branch Printing Account proceed as follows:

1. Log into PaperCut
2. Ask patron how many copies they want to print
3. Add value to the Branch NSID and password
   (Example: EdcØØ1 ; FØØtbaxx99 for Education & Music Library)
4. Accompany User to the public login computers
5. Login to computer using Branch NSID/password. Do not show user the password.
6. If the User runs out of money, the process needs to be repeated.

Staff must log the patron in. Do not give out the NSID.

Note, suggest to the public that they can email their documents which saves them from having to print.

The card is kept in the cash drawer underneath the Moneris card.