

## **Print Accounting System**

The print system utilizes centrally stored accounts that are linked to your photo ID card. All students will have a "cash account" into which personal funds may be deposited for use with library photocopiers or law school computer lab printers.

Law school students will have an additional "printing account" which will be reset to the equivalent of 400 pages of printing at the start of each semester. The print release stations in the law school computer labs will allow you to choose which account each of your print jobs is charged against.

All students enrolled in classes which utilize IIT Downtown Campus facilities (Chicago-Kent College of Law, Stuart Graduate School of Business, Masters of Public Administration) must obtain a new photo ID card in order to utilize library photocopying services and/or law school computer lab printing services. In order to pick up your new photo ID cards, please go to the Registrar's office on the 2nd floor during normal business hours.

## **USING THE COPY CARD VENDING MACHINE ADD VALUE STATION**

### **Purchasing a Copy card**

Press 'Buy Card / Logout' button.

Insert a \$1, \$5, \$10 or \$20 bill into the bill acceptor. (The card costs 60 cents)

You must Swipe the dispensed card to activate and receive the remaining balance.

Press 'Buy Card / Logout' button.

### **Adding value to a Copy card or Student ID**

Swipe the card with the magnetic stripe to the right. The current amount of copy credit is displayed.

Insert bills into the Bill Acceptor (\$1, \$5, \$10, or \$20).

When you are finished adding value, press the 'Buy Card / Logout' button.