

## PAYING BY CASH, CHECK OR CREDIT CARD

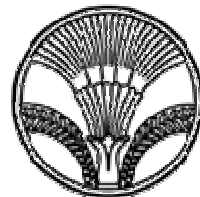
\$4.00/ft Color Plotter, \$8.00/ft Color Plotter, \$0.10/pg Black and White Printer and the \$0.25/pg Color Printer jobs can all be paid for with cash, check or credit card. The Mann Microfiche/ Microfilm scanner closest to the Reference Desk can print pages with the cash, check, or credit card payment option. After printing, see the Computer Operator at the Computer Operator's desk who will print out an invoice for you. If your print-job costs less than \$1.00, you can take your invoice and print-job to the Circulation desk for payment. If your print-job costs more than \$1.00, you must take your invoice to the Circulation desk, and bring back proof of purchase to the Computer Operator's desk to claim your print-job.

At the Circulation desk, a staff member will ring up your order. Only VISA or MasterCard with the bearer's name will be accepted. You must have the credit card in hand, and be the credit card owner.



## MANN PRINTER OPTIONS

Printer	Payment Method
Net-Print1	Net-Print
Net-Print2	Net-Print
Net-Print3	Net-Print
Color VendaPlotter	VendaCard, Cash, Check or Credit
Color VendaPrinter	VendaCard, Cash, Check or Credit
B/W VendaPrinter	VendaCard, Cash, Check or Credit
Microfiche/Micro film station near Operator's desk	VendaCard, Cash
Microfiche/Micro film station near Reference desk	Net-Print, VendaCard, Cash, Check or Credit



Mann Library Computing Center

Cornell University  
Ithaca, NY 14853

Celebrating our 20-year anniversary!

<http://www.mannlib.cornell.edu/computing/stone>

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## Paying for Printing at Mann Library

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**Net-Print**  
CIT's Laser Printing Service



# WHERE TO START...

At Mann Library, there are several ways to pay for jobs. A full list of Mann Printer Options follows. Because different methods of payment are available for different printers, we will start with how to choose a printer.

## CHOOSING A PRINTER

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When you are ready to print your file, open the File Menu, and select "Print" (or press Ctrl+P). The "Print" Menu will appear. Click on the drop-down arrow next to the name. A list of all available printers appears. Select your desired printer by clicking on it. **Note: Mann Library Laptops and Personal Laptops will only print to Net-Print1, 2 or 3.**

## PAYING BY VENDACARD



Using a VendaCard, you can pay for printing to the \$4.00/ft. Color Plotter, the \$8.00/ft. Color Plotter, the \$0.10/pg Black and White Printer, and the \$0.25/pg Color Printer. Mann Microfiche/Microfilm readers, Copy machines on all floors (and for copiers all over Cornell's campus) accept VendaCards.

To purchase a card, use one of the VendaCard dispensers located near the Copy machines on the first floor.



*A VendaCard Dispenser*

Initially, cards cost \$0.55, so prepare to add that amount to the total of your printing the first time you use the VendaCard system. To obtain change from a larger bill, see the Circulation desk. The VendaCard is yours to keep, and you can add more money to the VendaCard, without a fee, as needed.



*A VendaCard*

If you plan on paying for your printing with a VendaCard, first print your file. Then allow the Computer Operator to retrieve it, and bring the Operator your VendaCard with the appropriate amount on it. The Operator will insert your card into a machine at the desk, subtracting the amount of payment from your card.

## PAYING BY NET-PRINT

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With a Net-Print account, you can pay for printing to the **Net-Print1, Net-Print2, and Net-Print3** printers. **Net-Print1 and 2** are located in front of the Computer Operators Desk, while **Net-Print3** is at the kiosk facing the Circulation desk. Additionally, you can pay for printing from the Microfiche/ Microfilm scanner closest to the Reference Desk with a Net-Print account. If you do not already have a Net-Print account you can

### Set up your own Net-Print account:

To set up your own Net-Print account go to the Net-Print page on the CIT website at <http://www.cit.cornell.edu/net-print/>. From there follow the instructions, and you should instantly have a Net-Print account. If problems arise in setting up a Net-Print account contact CIT. A list of CIT contacts can be found at: <http://www.cit.cornell.edu/computer/contact.html>, or contact the CIT helpdesk at 255-8990.

Unfortunately, printouts from Net-Print printers are debited from your account before you see the finished product. Sometimes problems with toner or certain fonts diminish the quality of the printouts beyond recognition. If these problems occur see the Computer Operator's desk for information regarding a refund.



