

Need to Make Photocopies?

(Revised 10/08)

Purdue printing quota is for computer printing only, **not photocopying**.

Career Account?

Add photocopy funds:

- Login to a Libraries Kiosk using your **career account** and **password**.
- \$.05 per copy.
(Boiler Express cards, PU ID's, and credit cards **can't** be used.)
- **Insert bills** (\$1, \$5, \$10, or \$20) into the bill acceptor. Change is at the HSSE Circulation Desk.
- **Log out**
- Walk over to a photocopier and press the **Copy button** on the touch screen.
- Log in with your **career account** and **password**.
- Make your copies.
- **Log out**



Guest/Visitor to the Libraries?

Computer usage is free unless printing or photocopying.

- Create a **Guest Pass** at any Libraries kiosk by pressing the **Create a Guest Pass** button.
- Cost is \$.05 per photocopy or \$.04 per computer print.
- **Insert bills** (\$1, \$5, \$10, or \$20) into the bill acceptor to add funds to your guest account.
- Credit cards **can't** be used. Change is at the HSSE Circulation Desk.
- **Print** a guest pass (kiosk ticket).
- **Log out**



To make photocopies:

- Walk over to a photocopier and press the **Copy button** on the touch screen.
- Log in with your **User** and **PIN** numbers.
- Make your copies.
- **Log out**



Can I make 2-sided photocopies?

- Yes, but it will cost the price of 2 copies. Instructions are available in the copy center on the table stand up signs.

Where can I find information on how to set up departmental accounts for staff/faculty for photocopies?

- Handouts are available at the HSSE Circulation and Reference Desks.
- Go to this website: <http://www.itap.purdue.edu/login/index.cfm>
(A Career account and business account number for your department is required for this transaction.)