Using Your New AIT Campus Card for Printing

1. Select the printer from the two options

![Print Screen]

- **B&W_Printer on ait-stuprnt-01**
- **Colour_Printer on ait-stuprnt-01**

   - This is for black and white printing
   - This is for colour printing

2. Once you have selected the printer from the list above and sent your job(s) to it. You can use any student copier/printer to print your job(s). Simply go to the copier/printer of your choice and insert your card into the reader attached to the copier/printer.

3. Default Display
   When not in use the reader alternates between the following screens:

   ![Default Display Screens]

4. Insert Your Card
   When you insert your card the reader briefly displays the screen below:

   ![Insert Your Card Screen]
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5. Printing

If you have no jobs to print, the screen will display as below:

If you have jobs to print, the screen will display your queued print jobs one at a time:

Press \textcolor{red}{\textbf{OK}} to print the current job or \textcolor{red}{\textbf{STOP}} to go on to the next job without printing the currently displayed job. Repeat the process for each job in the queue.

6. Finish

When you have finished printing press the \textcolor{red}{\textbf{STOP}} key. The screen to the right is displayed:

Wait until you see the screen displays “PLEASE TAKE CARD” before removing your card.