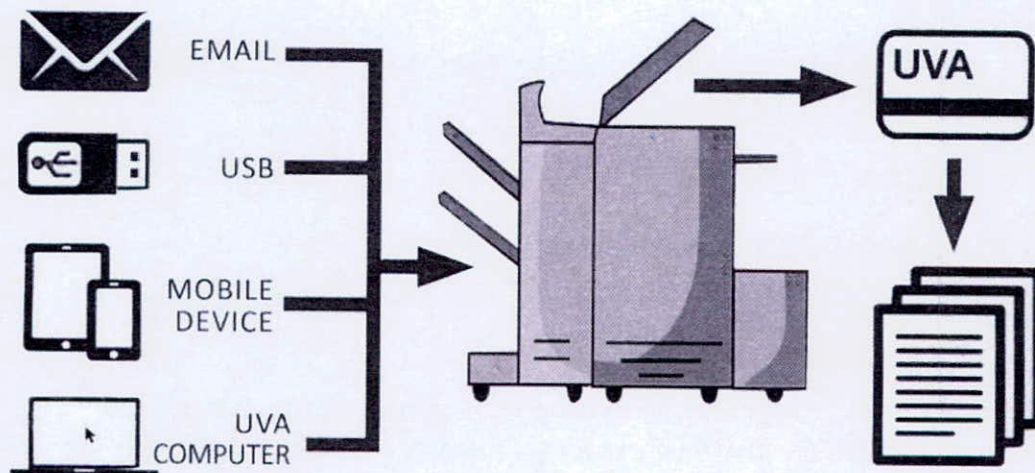


PCS Self-Serve Print and Copy Features

Four easy ways to print in three easy steps!



Print via email

- Email your files to:
hoosprinting@printme.com
You will receive a reply with a unique print number.
- At the Self-Serve Print station, select print function '**PrintMe**' and insert payment card. Enter your unique print number.
- Select the document
- Select the print option
- End session or print another (to print another document from the same source)

Print via EFI Print Me App

The free EFI PrintMe app lets you print from your iOS or Android smartphones or tablets to any of the PCS Self-Serve devices on Grounds using a barcode or numeric code that is sent directly to your mobile device. Establishing a free account is quick and easy, only an email address and password (you create) are required to create the account. With the EFI PrintMe app, you can send documents from within the application you are using, as well as manage the documents already uploaded to the Print Me Cloud.

Print via USB

- At the Self-Serve Print station select the print function '**USB**' and insert payment card
- Insert USB into the Self-Serve Print station USB port
- Select document you want to print
- Select the print option
- Review pricing and approve printing
- End session or print another (to print another document from the same source)

Print via Library Lab Computers

- Select "**Print**"
- Enter email (when asked)
- Write down code or check email or app for barcode
- Proceed to Self-Serve Print station with code and follow on-screen directions
- Select the document you want to print
- Select print option
- Review pricing and approve printing.
- End session or print another (to print another document from the same source)

(see reverse for additional information)

Direct Copying

- At the Self-Serve Print station, select '**Make Copies**' and insert payment card
- Place original(s) in document feeder or on glass and select copy options (e.g. black & white, color, single-sided, double-sided etc)
- Charges will be added as each copy is made
- End session or print another (to print another document from the same source)

Document Uploading

- Upload documents from email or other programs via '**Open With**' iOS and '**Export**' android functionality by sending them to:

hoosprinting@printme.com

Document Management

- See list of all documents uploaded to your account
- Documents are set to automatically delete in 24 hours. You can also delete documents from within the app prior to the expiration time
- End session or print another (to print another document from the same source)

Helpful Hints

- Print before you come – you can send print jobs to PrintMe from anywhere via email, the PrintMe app, or a PrintMe Account
- You can print documents at **ANY** PrintMe print station – the 'printers' *and* the "copiers"
- You can print multiple documents – just select "**Print Another**" instead of "End Session"

University of Virginia

Printing & Copying Services

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