## How to Retrieve Prints from the Kiosk Printer



Step 1: Swipe ID card or tap on screen at the Paystation Elite machine located next to the kiosk printer.



Step 2: If using Diné College ID number to sign in, tap Registered User on the screen.

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Student ID or Guse					Student ID or Guest ID														
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Step 3: Use the touch screen to type in Diné College ID number and hit Enter.

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Balance:	5 10.00	

Step 4: Select Print or Copy. If Copy; use printer screen to complete copy. For Print proceed to step number 5.



Step 5: When releasing a Print, type in Diné College ID number again and hit Enter.

Selec	t Jobs to Print		Job Count: 1	
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Balance: \$ 10.00	Cost: \$ 0.10	New B	alance: \$ 9	.90
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Step 6: Find your print job on the screen and select it by tapping on the name of it and it will highlight blue. Last tap Print and retrieve print from Kiosk printer.