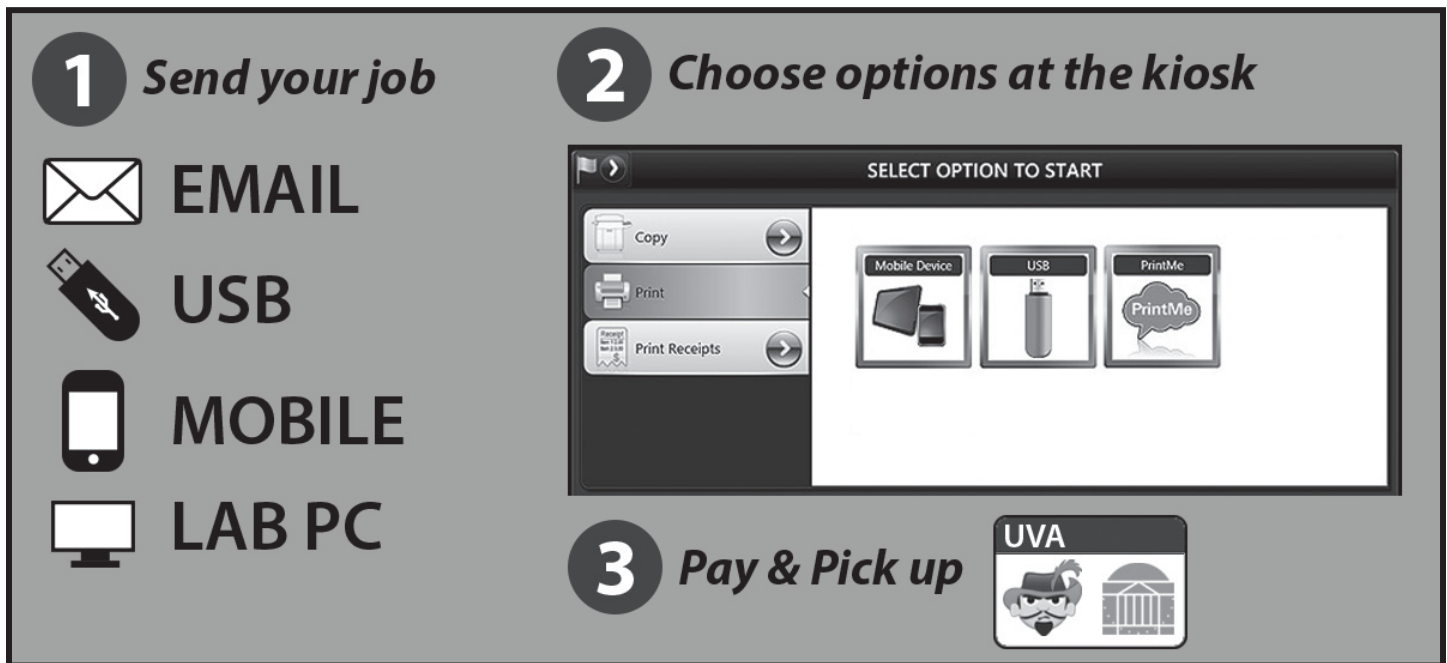


# Using the PrintMe kiosks



## EMAIL



- Email your file(s) to [hoosprinting@printme.com](mailto:hoosprinting@printme.com)
- Supported documents include text files, PDFs, image files, web pages (HTML), and Microsoft Office files (Word, Excel, and PowerPoint).
- You will receive a reply with a unique print number.
- At the Self-Serve Print station, select **Print**, then **PrintMe** and insert payment card.
- Enter your unique print code or scan the barcode.
- Select the document.
- Select the appropriate print options.
- Review pricing and approve printing.
- Complete transaction or go to main menu to select another feature.

## USB



- At the Self-Serve Print station, select **Print**, then **USB** and insert your payment card.
- Insert USB into the Print station USB port.
- Select the document you want to print.
- Select the appropriate print options.
- Review pricing and approve printing.
- Remove your USB drive.
- Complete transaction or go to main menu to select another feature.



## MOBILE

The free **EFI PrintMe** app lets you print from your iOS or Android device to any of the PCS devices on Grounds using a barcode or a numeric code sent to your device. Establishing a free account is simple: all you need is an email address and password of your choice. Using PrintMe, you can send documents from the app you are using, as well as manage documents you have already uploaded to the PrintMe Cloud.

*(see other side for more ways to print!)*

## 1 Send your job



EMAIL



USB



MOBILE



LAB PC

## 2 Choose options at the kiosk



## 3 Pay & Pick up



### LAB PC



- Select File > Print from your application.
- Print to the "EFI PrintMe" printer.
- Enter your email address when prompted.
- Write down the displayed code or check your email or the PrintMe app for the code.
- At the Self-Serve Print station, select **Print**, then **PrintMe** and insert payment card.
- Enter your unique print code or scan the barcode.
- Select the appropriate print options.
- Review pricing and approve printing
- Complete transaction or go to main menu to select another feature.

**Printer problems? Call PCS:**  
**(434) 924-7186**

**Lab computer or other issues?**  
**Call the McIntire Help Desk:**  
**(434) 924-7988**

### CLOUD SERVICES

*At this time, UVA PCS does not support printing from cloud services other than PrintMe. Options displayed on-screen to print from Box, Dropbox, Google Drive and OneDrive may not function properly and are not recommended for use.*

### MAKING COPIES

- At the Self-Serve Print station, select Make Copies and insert your payment card.
- Place original in document feeder or on glass and select copy options (e.g. black and white or color, single-sided or double-sided).
- Charges will be added as each copy is made
- Complete transaction or go to main menu to select another feature.



*(see other side for more ways to print!)*