IMPORTANT NOTICE TO ALL STUDENTS

If you use the Bear Casual Copy Cards rather than your Student Card to print, you will need to visit the Bear Solutions Office located in the Library on campus before you will be able to use the printing system in this lab. The Bear staff will need to associate your Casual Copy Card number to your account. Visit the following website for more Bear Printing information http://www.library.uow.edu.au/helptraining/faqs/printcopy.html

If you are using a Pre-Paid Copy Card (available at Reception) the last four digits of the copy card is your PIN number (see Step 3 below).

How to Print in this lab

1. **Create** your document and select print.

2. Once your print job has been submitted a CMS/IP Client popup window will appear (see below). Your “Username” will appear in the Card PAN field. **REMOVE** your username and type your student barcode number into this field. Causal Copy Card Users take note: if you using a Bear Causal Copy Card rather than your Student Card you need to enter the following numbers 50435711 followed by the Card Number (located on the Copy Card) without spaces. Click the **Print** button when complete.

   The cost of the print is displayed prior to committing to payment. The printer name and number of pages are also displayed.

3. A PIN number is required. This is the same PIN that you usually use to print. To have your PIN number reset, please see the Bear staff located in the Library.

   **Note:** If you have multiple printing accounts, you will be asked which account you wish to deduct funds from.

4. **Confirm** your selection. You are then advised of what your account balance will be once the print has been submitted. Select **Yes** to accept this. If you select No your job will not be sent to the printer and your account will not be deducted. If you select Yes your print job will then be sent to the printer.