

HOW TO PRINT

SENDING A PRINT JOB TO THE PRINT STATIONS

When you print in either the Library Commons or in the Library, your print job will default to the floor that you are on.

You will be prompted for a userid and password; this is not your LSUHSC credentials but can be a simple choice to differentiate one print job from another. (ex. userid: JaneS password: 1221)

The 4th floor printer defaults to color but can be changed to monochrome, the 3rd floor printer is black and white only.

RETRIEVING A PRINT JOB AT THE PRINT STATIONS

- *Swipe your card on the card reader in front of the computer next to the printer.*
- *Select your print-job name and press "Print."*
- *Enter the password you created when you sent the print job.*
- *Your print job will be distributed and your card will be charged.*



Scan for More Info on
Printing and Computers
in the Library



Scan for More Info
on PayPaw

CONTACT US

Ask for help at the Circulation Desk located on the 3rd floor of the Library whenever you have any questions or concerns.

PRINTING,
COPYING, AND
SCANNING AT
THE ISCHÉ
LIBRARY

PAYPAW

LSU faculty, staff, and students can pay for printing and copying in the library using their LSU ID cards with the Pay Paw system.

All ID cards issued in recent years have a Pay Paw number encoded on the magnetic stripe and printed on the back. Look for a number beginning with 444 (New Orleans campus), then seven additional digits (your personal ID). That is your Pay Paw account number.

PayPaw guest cards are available for \$1 in the Isché Library or for sale in the bookstores.

DEPOSITING FUNDS

- 1) Visit the Health Sciences Bookstore, Room 210 of the Resource Center Building. Credit cards, checks and cash accepted.
- 2) Deposit money using a credit card via the PayPaw website:
services.jsatech.com/index.php?cid=122
- 3) Deposit funds using one of the value transfer machines in the MEB Atrium or on the 3rd Floor of the Library

PRINTING & COPYING COSTS

10¢ per page - Black and White

25¢ per page - Color

SCANNING COSTS

Free

COMPUTER LOCATIONS

LIBRARY COMMONS COMPUTERS

The Library Commons offers 24-hour access to 3 desktop computers.

Log in with your LSUHSC Network ID and password. The computers run Windows 7 and are equipped with Office 2016.

All have full Internet access. Printing in the Library Commons goes to the Library print stations, and is available during Library hours.

PUBLIC ACCESS COMPUTERS

Public Access Computers are available to all Library patrons for use with Library Systems, LSUHSC Email, and University applications. Public Access Computers do not offer open Internet browsing or access to Office programs.

There are 5 PCs on the 3rd floor along the Tulane Ave. windows next to the 3rd floor printer.

COMPUTER LAB

The 4th floor open-use computer lab (room 401K) is available to all LSUHSC faculty, staff, and students during regular Library hours and houses 7 computers in the lab running Windows 10 and Office 2016.

All computers require only an LSUHSC Network ID and password for login.

PRINTER AND COPIER LOCATIONS

THIRD FLOOR

A printer is located next to the Tulane Ave. windows behind the Reference Desk. You can print to it by selecting the printer with "3" in the name.

A copier is located next to the Library's internal elevator. It is also equipped with the ability to scan documents to USB drives or to email.

FOURTH FLOOR

A printer is located on the table next to the computer lab (room 401K). You can print to it by selecting the printer with "4" in the name.

FIFTH FLOOR

A copier is located next to the Library's internal elevator. It is also equipped with the ability to scan documents to USB drives or to email.

