

Students & Alumni now have the ability to send a print job from any Peirce computer they are logged into, to any printer they have access to. The items printed reside in the Peirce “cloud” until the job is released. To release the print job at the printer, all that is needed is to swipe the ID card at the printer.

If ID card is not available, you can download the Peirce APP for Apple & Android to get your ID Number, or @ my.peirce.edu – Biographical Information at the top of the screen.

On the front of the copier, you will see a device that looks like this:
Just slide ID card through the reader as per direction on printer



Pricing information

BLACK & WHITE

Single-sided impression = .05 each Double-sided impression = .04 each

COLOR

Single-sided impression = .20 each Double-sided impression = .15 each

Copies = .10 each page Faxing = .25 each job

Printer locations:

Library, Walker Center for Academic Excellence, College Hall 3rd & 6th floors

The Pay Station is located on the 3rd Floor of College Hall

The Pay Station will accept \$1, \$5 and \$10

After you use up your free printing, you will need to add money to your ID card via the pay station at the printer on the 3rd floor of College Hall by the printer. *Please use \$1 or \$5 bills.*

CHANGE & REFUNDS ARE NOT GIVEN.

HOW TO ADD VALUE TO A PRINT CARD

1. Insert the print card in the Add/Check Value slot C in the upper right corner.



2. Deposit \$1 or \$5 in slot A.



3. Press D on the keypad to dispense the card.



4. Remove the card from the Add /Check Value slot C.



Print jobs not released are not charged. Fax & Copies are only charged if the function is completed.