

Copier Locations:

Cab Lab - 1 on second floor computer labs
Library - 2 upstairs 2 downstairs copy center
Faculty Resource Center - 1
Annex - 1
Natividad - 1

To Make a Copy:

Swipe your card, enter your pin, and you will see your copy balance, then the screen will change to show how many copies you have made and at what cost. (so the initial screen will show 0 copies and \$0.00 spent.

Make as many copies as you need (your copy count will go up after each copy and the total balance will go up as well)

When you are finished, press the end button and take your copies. If you fail to press the end button, the copier keeps you logged in for 30 seconds and then times out.

Note:

Please be careful that you have sufficient funds to make all your copies, if you run out of faculty copier funds, any personal money you have in the general funds on the card will be used to finish making the copies.

Add Money to Your Card

In order to have more copier funds added to your CatCard, see your dean.

ADM machines will add cash to your cards, but only in your personal general funds area. You can also add cash to your personal cash purse via the internet via the CatCard link on the Hartnell Homepage. While online you can check your balance, see past transactions, change your PIN, and more.

To Check Your Balance

Press F2, swipe your card, and enter in your PIN code. You will see the screen say Field number 11, just press enter to see your balance.