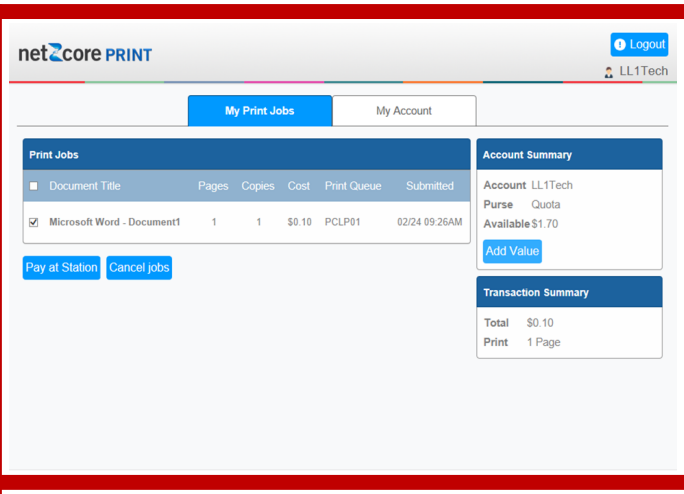
Printing Instructions

PALOMAR COLLEGE
Learning for Success

Library

STEP 1

- Login to the computer using your Student email and My Palomar password.
- Bring up you document and click *Print.*
- Choose *Palomar 10 cent black and white* or for color prints, choose *Palomar 30 cent color.* Enter the number of copies needed, click *Print.*

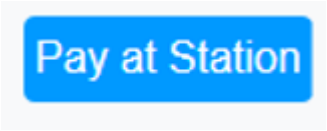


STEP 2

- The *netZcore Print* login screen will appear. Login using your Student email and My Palomar password.
- Under *My Print Jobs,* choose the document title

STEP 3

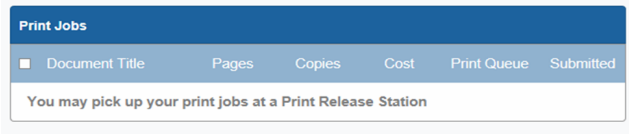
- Click *Pay at Station,* your document will be sent to the Print Release Station.



STEP 4

- Login at the print release station using your Student email and My Palomar password.
- Select your print job, click *Continue,* then click *Pay and Print.*
- Click *Sign Out.*

Go to Print Station



ADDING FUNDS TO YOUR ACCOUNT

- To use a credit card, click on the *Add Value* icon.
- To use cash, use the kiosk station in the TLC.
- Add between $1.00 - $10.00. Click *Continue.*
- Fill out the payment form, click *Pay Now.*
- **Remember: <u>Click here to return to your Web Client Account to review your new balance.</u>**

Fill Out Payment Information