

Quick Key Instructions

Students

The University Center has implemented a new system for students to make copies or print here at the center. The system uses a Quick Key which students preload with money. At the copier or printer, 10 cents per copy is deducted from the Quick Key balance. The Quick Key can also be used in the café in place of cash.

To obtain a Quick Key:

Place \$10 into the Quick Key dispensing station (located in the copy room) to obtain a Quick Key. The \$10 pays for \$6 Quick Key and \$4 worth of copies. Further instructions are on the dispensing station. **Note that only a \$10 bill is accepted for this operation.**

At the end of a semester, or when you are done with classes here at the University Center, you may take your Quick Key to the Café at the University Center and spend the balance at the café. You can also return the Quick Key at the café for \$6 worth of food. **There are no cash refunds of the Quick Key deposit or of money loaded onto the key.**

To revalue the Quick Key:

To revalue your Quick Key, follow the instructions on the Revalue Station. You can use \$1, \$5, \$10, or \$20 bills at the revalue station. **Note that the station does not give change.**

To Use for Copying:

Place your Quick Key on the round button on the controller box attached to the copy machine and then make copies as usual. Sign out by touching the key to the controller button, so the information can be updated on your Quick Key. **If you do not sign out, the next person can make copies charged to your key.**

To Use for Printing:

Select the document you want to print at the PC, name the owner, and then select Print. Go to the PC in the copy room. Select the document from the print queue. Place your Quick Key on the round button on the controller box next to the PC. Click Print. Sign out by touching the key to the controller button, so the information can be updated on your Quick Key.

To see how much money is left on your Quick Key:

Place your Quick Key on the button on the Revalue Station and follow the instructions in the screen.

To use in the Café:

Have the café cashier place your Quick Key on the round button on the box in the café next to the register. The items you purchase from the café will be entered into the Quick Key box. This amount will be deducted from your balance on your Quick Key. Sign out by touching the key to the controller button, so the information can be updated on your Quick Key.

Note: After using Quick Key at any of the stations, you need to “sign out” by touching the key to the controller button, so information can be updated on your Quick Key. If you forget to do this, Quick Key will remind you to do so before using it again.

Ask reception desk if you need any help.