

BMCC's Self-Serve Printers/Copiers

CREATE AN ACCOUNT

The machines available for self-service printing and copying at BMCC require an account code/PIN. (BMCC Staff will have a 4-digit account code and students will have a 5 digit PIN)

To obtain a print/copy account code/PIN please visit the Service Center or the Bookstore.

You can add money to this account at this point or at any time during the year by going to the Service Center or the Bookstore. You can also add credit to your account at the Equitrac Pay Station located in Pioneer Hall near the Bookstore entrance.

PRINT FROM A COLLEGE COMPUTER

Your account is automatically linked to your computer login credentials. Print normally on the nearest printer/copier and the amount will be deducted from your account. The price per page is 7 cents.

If your job doesn't print, check your student email. You will be emailed if your account has insufficient funds.

LOG OFF the computer when you are done to protect your Print/Copy Account

PRINT AT THE BMCC PRINT CENTER

Take your project to the Print Center for printing or copying. It's actually cheaper at the print center! .05/page for black and white and .35/page for color.