

PayStation Elite User Guide



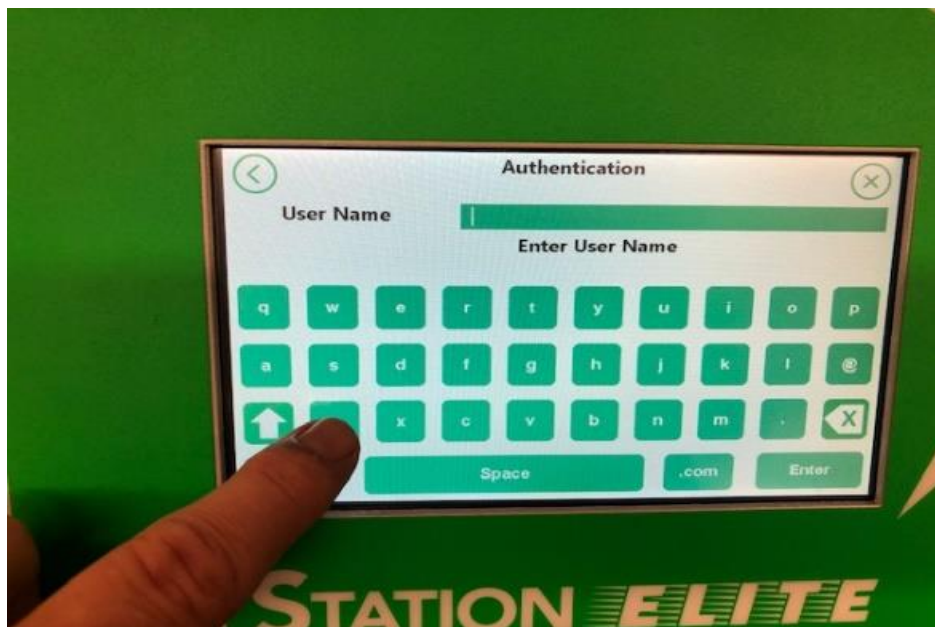
1. Touch screen
2. Push to eject coins
3. Insert coins
4. SWC ID Card reader
5. Insert bills (face up)
6. Debit/credit card reader
7. Receipt dispenser
8. Coin change dispenser

Logging in to Your MySWC Print Account

1. Touching the screen, you see the screen “Please Select Login Method.” You have the option of **Login Without Card** or **Swipe Card**. If you have your SWC ID card, swipe it with the magnetic strip facing **left**.



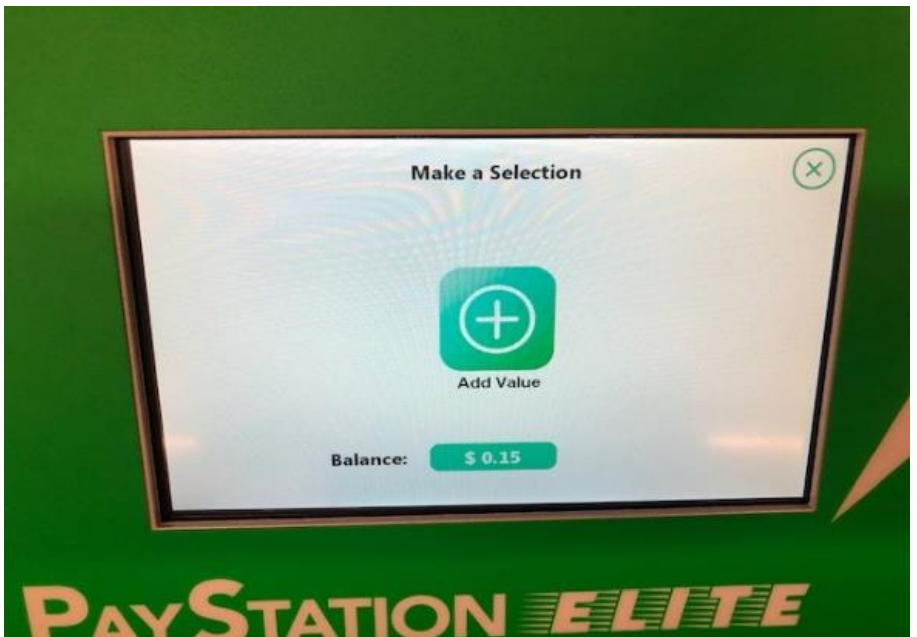
2. If you don't have your SWC ID card, touch **Login Without Card** to begin the process of logging into your MySWC print account.
3. Type in your MySWC User Name (**example: aa0123456**)



- Next, type in your MySWC Password



- Once you have swiped your card or successfully logged in, you will see a "Make a Selection" screen. Tap **Add Value** to add funds to your SWC print account,



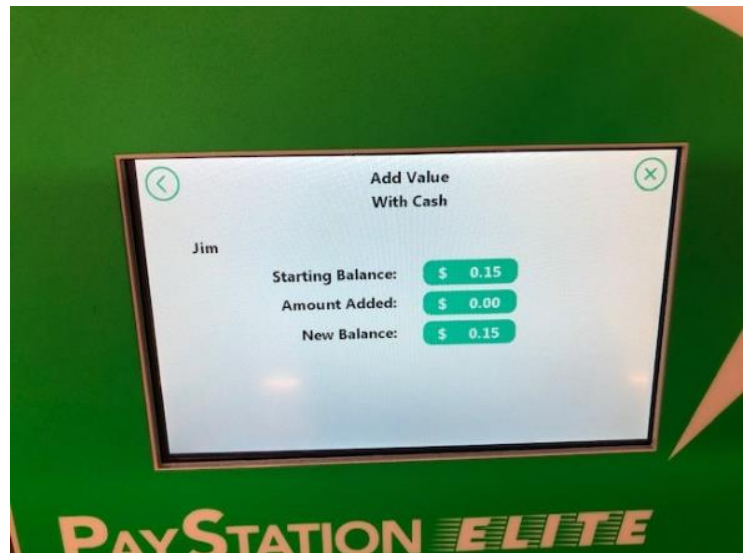
1. Next, you will see an “Add Value” screen with the option of Choose Payment Method.



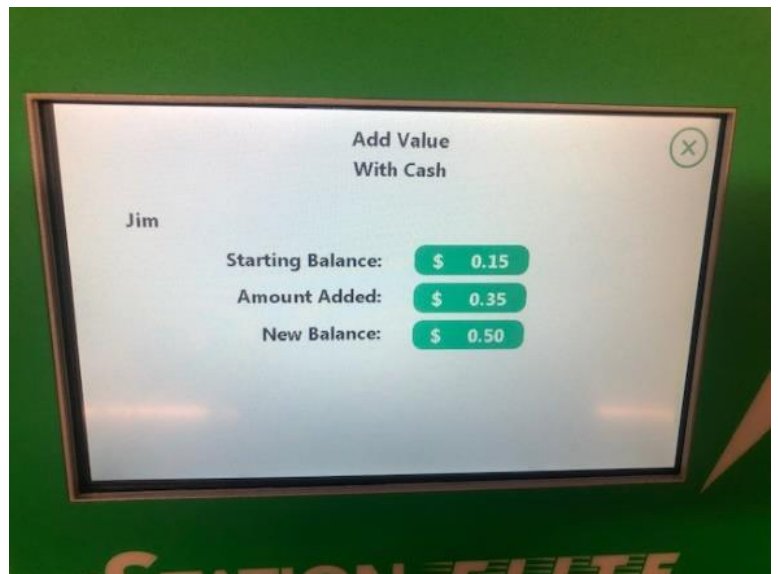
Adding Cash to your SWC Print Account

You have the option of using cash or coins. The PayStation Elite accepts \$1, \$5, \$10, & \$20 bills, and accepts the following coins: 5¢, 10¢, 25¢ & \$1. The PayStation Elite **DOES NOT** give back change.

2. To add cash, touch the Cash image. You will see the “Add Value With Cash” screen; along with your Starting Balance, Amount Added, and New balance.



3. Once value has been added (in this example, I added 35¢) New Balance will be changed to reflect the new value.

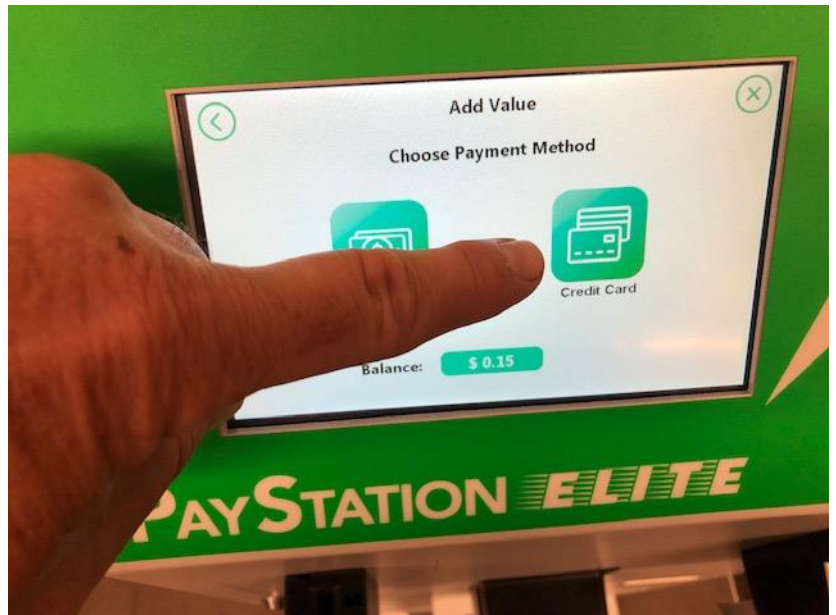


4. At this point, close the screen by touching the **X** in the upper right-hand corner.



Adding Value with a Debit/Credit Card

5. Want to add value with a credit/debit card? Refer to **Step 5** above and press the Credit Card image.

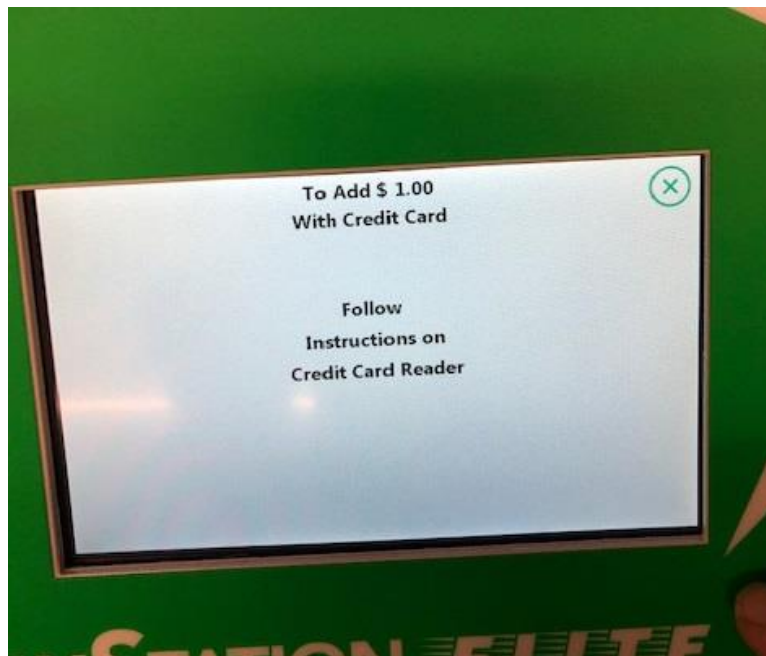


6. You will next see the “Add Value With Credit Card” screen. Select a value to be added. *Note - you must add **at least \$1** to your account.

7. Enter an amount and press OK



8. You will next see this screen



9. If you have a credit/debit card with a chip, use the chip reader by inserting your card with the chip up (see image).



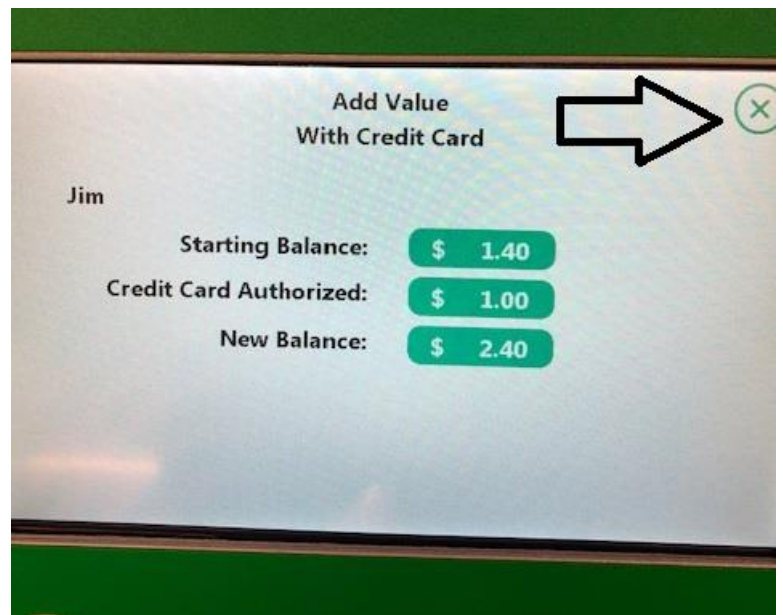
10. If your card does not have a chip, swipe your card along the right side with the magnetic strip facing left.



11. There is also a contactless payment option by cellphone or credit/debit card. Hold your credit/debit card or cellphone with the chip/phone facing the green light. *This only works with newer cards with the w-fi symbol on them.



12. Your new balance will be reflected. Press the X in the upper right corner to finalize the operation.



13. Finally, the “Receipt Selection” screen appears. Select either No Receipt or Paper Receipt.

