

YOUR GUIDE TO

# ACEPRINT

PRINT

COPY

SCAN



VISIT [WWW.NVCC.EDU/ACEPRINT](http://WWW.NVCC.EDU/ACEPRINT) FOR MORE!



# ACEPRINT

YOUR COPY/PRINT SOLUTION

ACEPrint is NOVA's printing, copying, and scanning solution for Faculty, Staff, Students, and Guests!

ACEPrint lets you submit print jobs from any device (laptop, tablet, mobile) and pick them up from any ACEPrint device on any campus.

**NOTE:** *If your print job will exceed 150 pages, please consider using NOVA Print Services for a better rate.*

## HOW DO I... ENROLL IN ACEPRINT?

### STUDENTS

Students are automatically enrolled in ACEPrint once they are issued a NOVACard.

Don't have a NOVACard yet? Stop by the Campus NOVACard office to get one at no cost.

### FACULTY & STAFF

Faculty and Staff are automatically enrolled in ACEPrint once they are issued a NOVACard.

### GUESTS

Guests will need to obtain a Guest NOVACard from a NOVACard machine, add money to the card, and link the card with their email address.



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**NOVA** | Northern Virginia  
Community College  
College Auxiliary Services

**Canon**  
CANON SOLUTIONS AMERICA



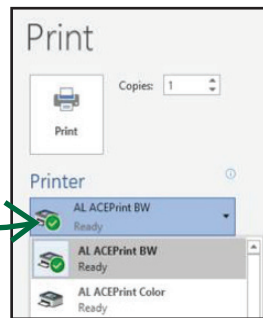
# ACEPRINT

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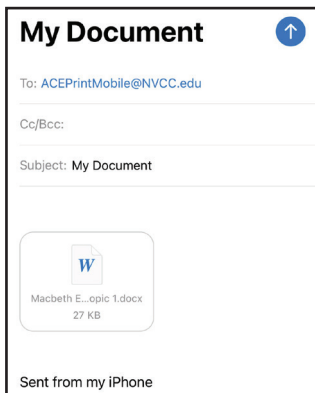
## HOW DO I... SUBMIT DOCUMENTS?

### FROM A CAMPUS PC:

1. Select **File > Print**.
2. Select an ACEPrint print driver:  
Either **ACEPrint BW** or **ACEPrint Color**.
3. Click **Print**.
4. Enter your myNOVA or Canvas Account username and password.
5. Click **Print**.  
*A pop-up confirming your submission should appear.*
6. Use your NOVA Card or QR release at any ACEPrint printer and follow the prompts to release your document(s).



### FROM YOUR EMAIL:



1. Send an email to **ACEPrintMobile@NVCC.edu** with your document(s) attached.  
*Supported formats: Word, Excel, PPT, PDF, Images (JPG, TIFF, GIF, BMP), text (CSV, RTF, TXT), and Visio.*
2. Click **Send**.
3. Use your NOVA Card or QR release at any ACEPrint printer and follow the prompts to release your document(s).



# ACEPRINT

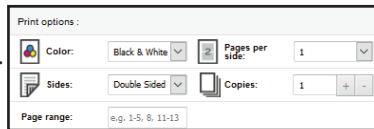
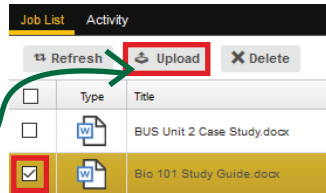
YOUR COPY/PRINT SOLUTION

## FROM MY PRINT CENTER:

1. Go to **ACEPrint.nvcc.edu**.
2. Log in using your myNOVA or Canvas Account username and password.

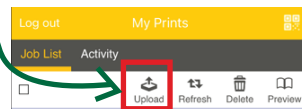
**Note:** *If you are a guest and have already created a guest account, your login is the email and password associated with your guest account.*

3. Select the **Job List** tab.
4. Click **Upload** and select your document(s).  
*Supported formats: Word, Excel, PPT, PDF, Images, (JPG, TIFF, GIF, BMP), CSV, RFT, TXT and Visio.*
5. Select your print options by clicking the **box** next to your document, and editing the options from **Print Options** in the bottom right.
6. Use your NOVACard or QR release at any ACEPrint printer and follow the prompts to release your document(s).



## FROM THE PHAROS APP:

1. In the **Pharos Print app**, enter the following info and click **Connect**.  
Server address = Aceprint.nvcc.edu Port = 443
2. Enter your username & password and log in.  
*Students use VCCS/myNOVA login. Employees use NVCC login.*
3. Click **Upload** and select your document(s).  
*Supported formats: Word, Excel, PPT, PDF, Images, (JPG, TIFF, GIF, BMP), CSV, RFT, TXT and Visio.*
4. **NOTE:** Faculty & staff **must** select either their personal NOVACard (ACE\$), or their department code **BEFORE** releasing the print job.  
*To do this, click **My Funds** on the **Payment Method** tab at the bottom, and choose an account.*



5. Use the **Print Options** tab to select your print options.
6. Use your NOVACard or QR release at any ACEPrint printer and follow the prompts to release your document(s).





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## HOW DO I... RELEASE DOCUMENTS?

### USING QR RELEASE:

1. In the **Pharos Print app**, enter the following info and click **Connect**.

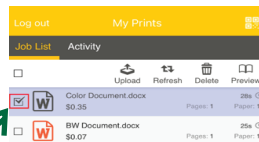
Server address = Aceprint.nvcc.edu      Port = 443

2. Enter your username & password and log in.

*Students use VCCS/myNOVA login.*

*Employees use NVCC login.*

3. Select your document(s) by clicking the **check box** to the left of the document name.



4. **NOTE:** Faculty & staff **must** select either their personal NOVACard (ACE\$), or their department **BEFORE** releasing the print job.

*To do this, click **My Funds** on the **Payment Method** tab at the bottom, and choose an account.*



5. Use the **Print Options** tab to select your print options.

**NOTE: This is only applicable to uploaded or emailed documents.**

*If you submitted your document via your PC to File > Print, these options are locked in.*

6. Click the **QR icon** in the upper right corner.

Point the app scanner at the QR code attached

to the front of the chosen printer. Press **Confirm**.

**NOTE:** Make sure you allow the Pharos app access to your device's camera.



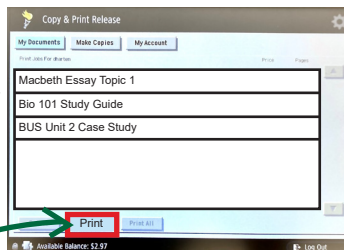
### USING YOUR NOVACARD:

1. At any ACEPrint printer, tap or swipe your **NOVCard** to log in.
2. For students, your NOVACard balance will be displayed.

Faculty & staff **must** choose either their personal NOVACard (ACE\$), or their department. Click **OK**.

3. Click **Print Release** to access your submitted document(s).

4. Select a document from the list, then click **Print**.



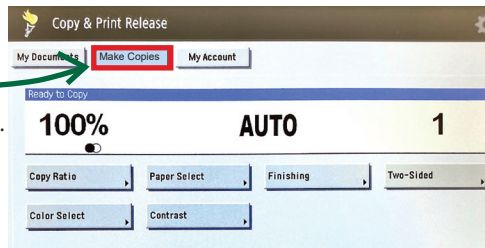


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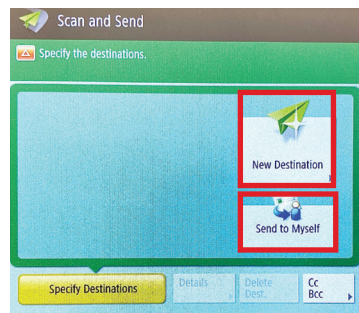
## HOW DO I... COPY DOCUMENTS?

1. At any ACEPrint printer, tap or swipe your **NOVCard** to log in.
2. For students, your NOVACard balance will be displayed.  
Faculty & staff **must** choose either their personal NOVACard (ACE\$), or their department.  
Click **OK**.
3. Click **Print Release**.
4. Select **Make Copies**.
5. Place originals in the feeder on the glass.
6. Use the keypad to enter the number of copies.  
Change settings as needed.
7. Press **Start** to begin copying.



## HOW DO I... SCAN DOCUMENTS?

1. At any ACEPrint printer, tap or swipe your **NOVCard** to log in.
2. For students, your NOVACard balance will be displayed.  
Faculty & staff **must** choose either their personal NOVACard (ACE\$), or their department.  
Click **OK**.
3. Click **Scan and Send**.
4. Select **Send to Myself** to send the document to your NOVA email.  
Select **New Destination** to send via email to one or more recipients.
5. Enter email address(es).  
Change settings as needed.
5. Place originals in the feeder on the glass.
6. Press **Start Sending** to begin scanning.





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## HOW DO I... PAY FOR ACEPRINT?

ACEPrint devices only accept ACE\$, the funds stored on your NOVACard. Deposit funds into your ACE\$ account using the GET app.

**NOTE:** Faculty and staff must select either their personal NOVACard (ACE\$) account, or select the department code before releasing their document(s).



## HOW DO I... PRINT AS A GUEST?

1. Purchase a **Guest NOVACard** for \$1 at a NOVACard machine.
2. Go to **ACEPrint.nvcc.edu**.
3. Click **I Am A Guest**.
4. Follow the registration instructions to register your Guest NOVACard.

Username  
AcePrint@NVCC.edu

Password  
.....

Keep me logged in

[I Am A Guest](#)

**NOTE:** Guest accounts are only valid for 30 days if the account has no funds. After the 30 day period, you will need to register and link your guest card again.



SCAN ME

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**NOVA**

Northern Virginia  
Community College  
College Auxiliary Services

**Canon**

CANON SOLUTIONS AMERICA

# LOCATIONS

## WHERE IS ACEPRINT?

### ALEXANDRIA

AA, 1st floor Cafe  
AA, 1st floor Testing Center  
AA, 2nd floor hallway  
AA, 2nd floor Library  
AA, 3rd floor OCL  
AFA, 2nd floor hallway  
AFA, 3rd floor Lobby

### ANNANDALE

CA, near Financial Aid Office  
CG, 3rd floor Library  
CT, 2nd floor OCL

### LOUDOUN

LA, Hallway near Room 142  
LC, near Room 102  
LC, 2nd and 3rd floor Library  
LHEC, Room 206  
LS, Seating area  
LW, 2nd floor OCL  
Signal Hill, 3rd floor OCL  
Reston Center, 2nd floor hallway  
Reston Center, 3rd floor Lounge  
Reston Center, 4th floor OCL

### MANASSAS

MC, 1st floor Library  
MP, OCL Room 120  
MP, near Room 232  
Trailside, near Room 251

### MEDICAL EDUCATION

HE, 3rd floor Library  
HE, 3rd floor Testing Center  
HE, 3rd floor OCL

### WOODBIDGE

WAS, 2nd floor Library  
WAS, near Room 332  
WS, 2nd floor OCL  
WS, near Room 328  
WS, 4th floor Lobby