

YOUR
GUIDE TO
ACEPRINT



PRINT • COPY • SCAN

Visit www.nvcc.edu/aceprint



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.



703-323-3292



printingservices@nvcc.edu

HOW DO I ... ENROLL IN ACEPRINT?

STUDENTS

Students are enrolled in ACEprint within 15 minutes after they are issued a NOVACard

Don't have a NOVACard yet? Provision Novacard Mobile or Stop by the Campus NOVACard office.

FACULTY & STAFF

Faculty and Staff are enrolled in ACEprint within 15 minutes after they are issued a NOVACard.

GUESTS

Guests need to obtain a guest card, create account and add funds.

Guests will need to contact NOVACard office at 703-764-7759 to link their guest card with guest account.

Visit www.nvcc.edu/aceprint



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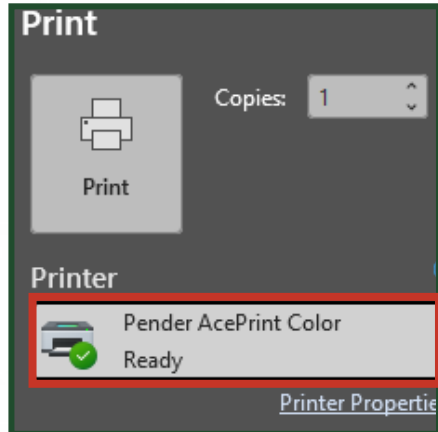
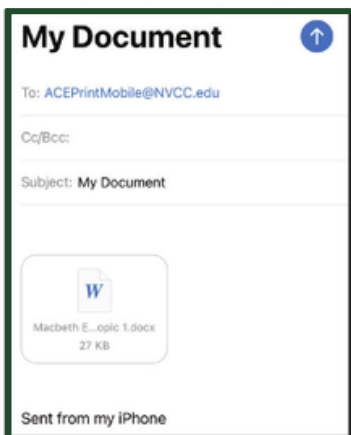
HOW DO I ... SUBMIT DOCUMENTS?

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 NOVACard 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. Students send from their student email address, Faculty & Staff send from their NVCC email address.
2. Click **Send**.
3. Use your NOVACard at any ACEPrint printer and follow the prompts to release your document(s).

Supported formats: Word, Excel, PPT, PDF, Images (JPG, TIFF, GIF, BMP), text (CSV, RTF, TXT), and Visio.



ACEPRINT

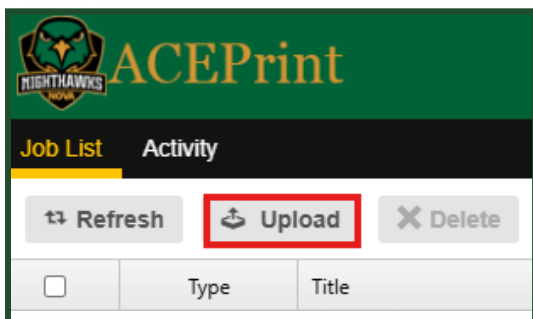
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FROM MY PRINT CENTER

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, please contact us at 703.764.7759 to associate your guest account with your guest card.

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 at any ACEPrint printer and follow the prompts to release your document(s).

Print options :

 **Color:**

Color

 **Pages per side:**

2

 **Sides:**

Single Sided

 **Copies:**

1

+

-

Page range:

e.g. 1-5, 8, 11-13

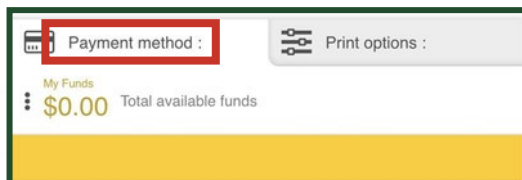


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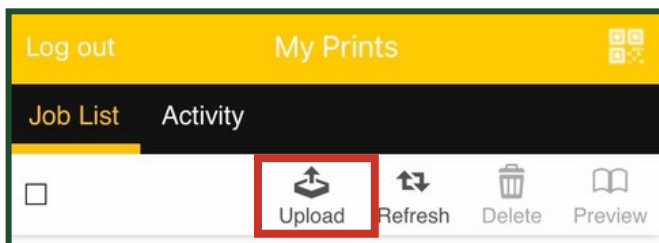
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FROM THE PHAROS APP

1. Download the **Pharos Print app** from the app store.
2. In the **Pharos Print app**, enter the following info and click Connect. **Server address= Aceprint.nvcc.edu**
Port = 443
3. Enter your username & password and log in.
Students use VCCS/myNOVA login. Employees use NVCC login.
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. **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.*
6. Use the **Print Options** tab to select your print options.
7. Use your NOVACard at any ACEPrint printer and follow the prompts to release your document(s).





ACEPRINT

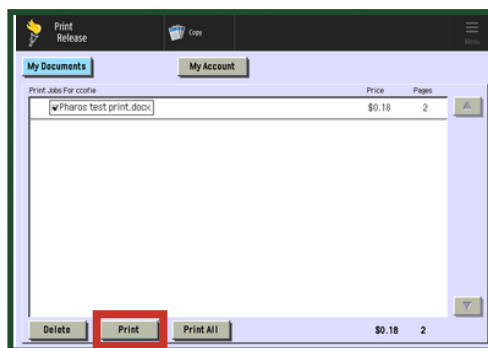
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HOW DO I ... RELEASE DOCUMENTS?

USING YOUR NOVACARD

1. At any ACEPrint printer, tap your NOVACard 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**.



HOW DO I ... COPY DOCUMENTS?

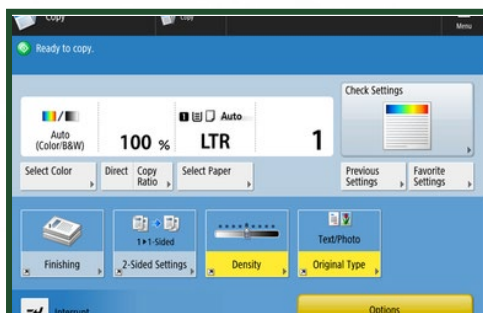
1. At any ACEPrint printer, tap your NOVACard to log in.
2. For students, your NOVACard balance will be displayed. Faculty & staff must choose either their personal NOVACard (ACE\$), or their department. Click **OK**.

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.





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HOW DO I ... SCAN DOCUMENTS?

1. At any ACEPrint printer, tap your NOVACard 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.

Select **Send to Myself** to send the document to your NOVA email.

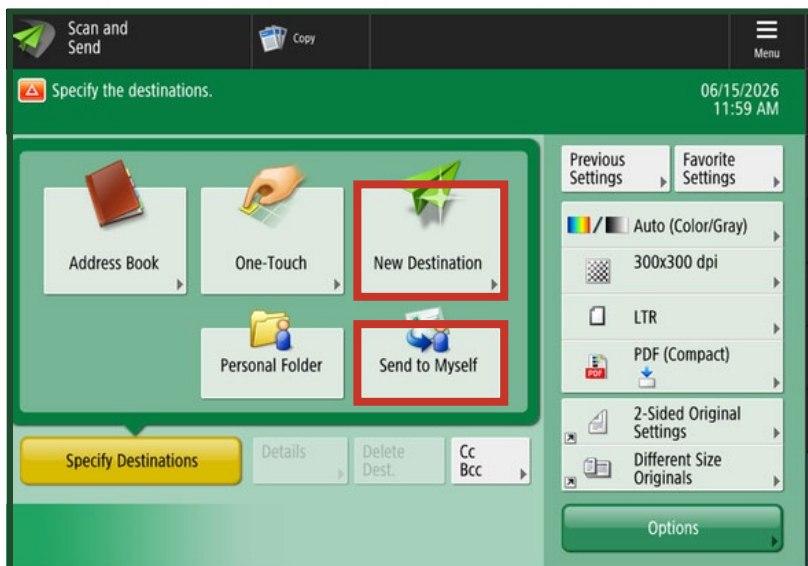
4. Select New Destination to send via email

to one or more recipients.

5. Enter email address(es).
Change settings as needed.

6. Place originals in the feeder on the glass.

7. Press Start Sending to begin scanning.





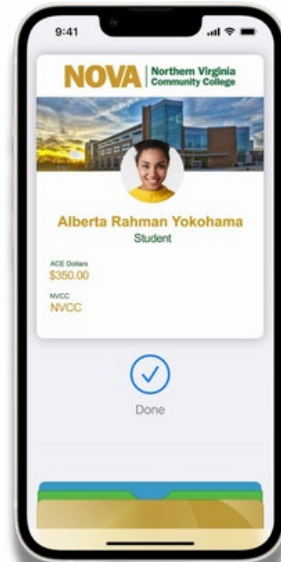
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HOW DO I ... PAY FOR ACEPRINT?

ACEPrint devices only accept ACE\$, the funds stored on your NOVACard. Deposit funds into your ACE\$ account using the Atrium app, NOVACard machine, or at the NOVACard office. More information about NOVACard and Atrium is available at www.nvcc.edu/novacard

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





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HOW DO I ... PRINT AS A GUEST?

1. Purchase a **Guest NOVACard** for \$10 (cash only) at a NOVACard machine.
2. Add funds to your Guest NOVACard at the machine.
3. Go to **ACEPrint.nvcc.edu**
4. Click **I Am A New Guest**.
5. Follow the registration instructions to register your Guest NOVACard.
6. Once you register, call NOVACard at office 703.764.7759 to link guest card to guest account.

MyNova or Guest Username

MyNova or Guest Password

☐ Keep me logged in

[I am a new guest](#)

[Log in](#)

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.*

Visit www.nvcc.edu/aceprint

For questions, repair requests, comments, and concerns
Visit **www.NVCC.EDU/ACEPRINT** or
contact **AskACEPrint@nvcc.edu**

NOVACard Office: 703.764.7759