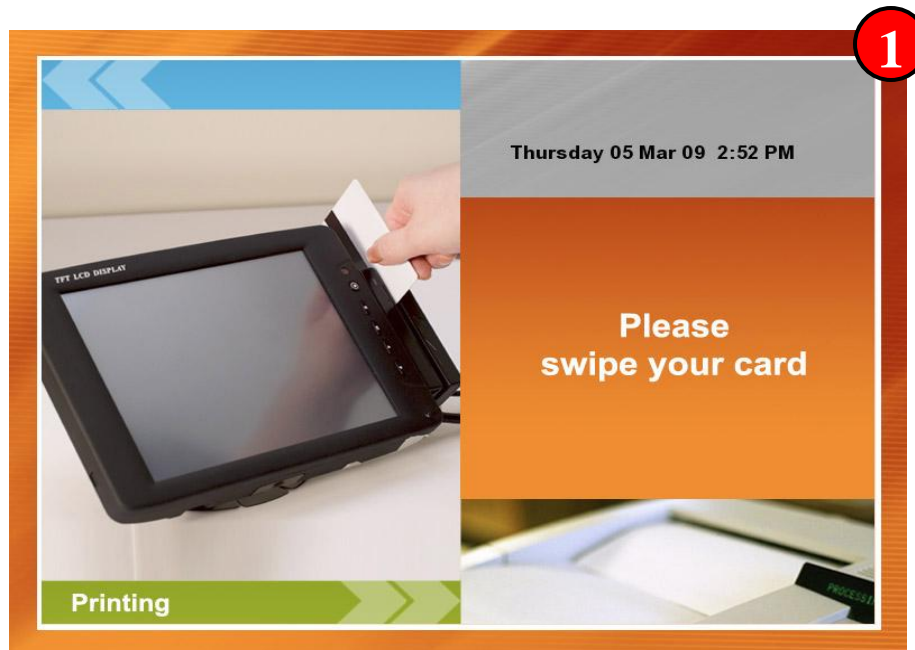


Title: How to Print Using the Print Release Stations

This document will guide you through the process to release your print jobs at the new print release stations.

Step 1.

At the print release station, simply swipe your one card to view your print jobs waiting in the print queue.

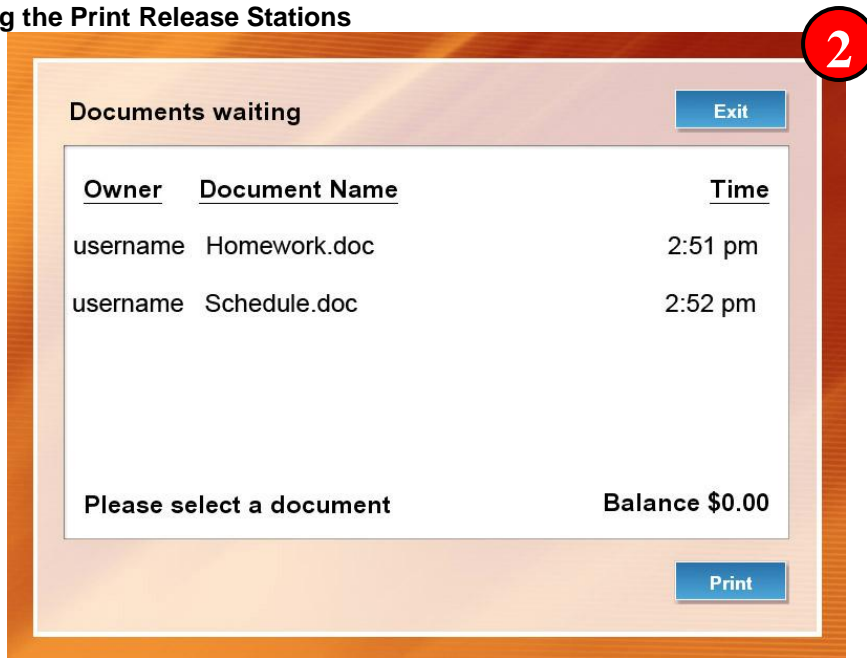


If you have any questions, or require further assistance, please contact the
ITS Help Desk at **508.793.7745** or helpdesk@clarku.edu.

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Title: How to Print Using the Print Release Stations
Step 2.

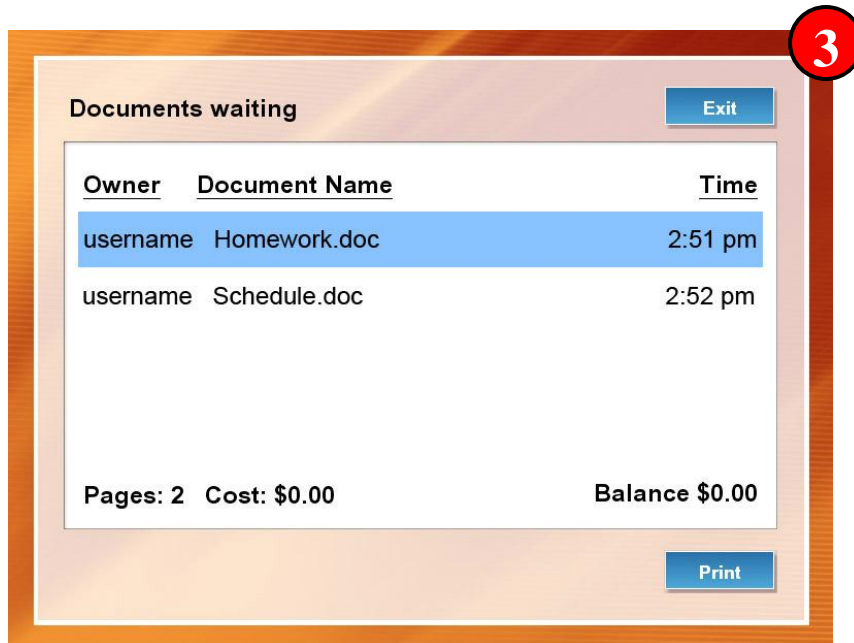
Once you swipe your card at the print release station, your print jobs in the queue will be displayed. Your username will be listed under the "Owner" column; along with the document name and time you sent the print job to the printer. Please disregard the



"Balance" field since Clark University does not charge you to print at this time.

Step 3.

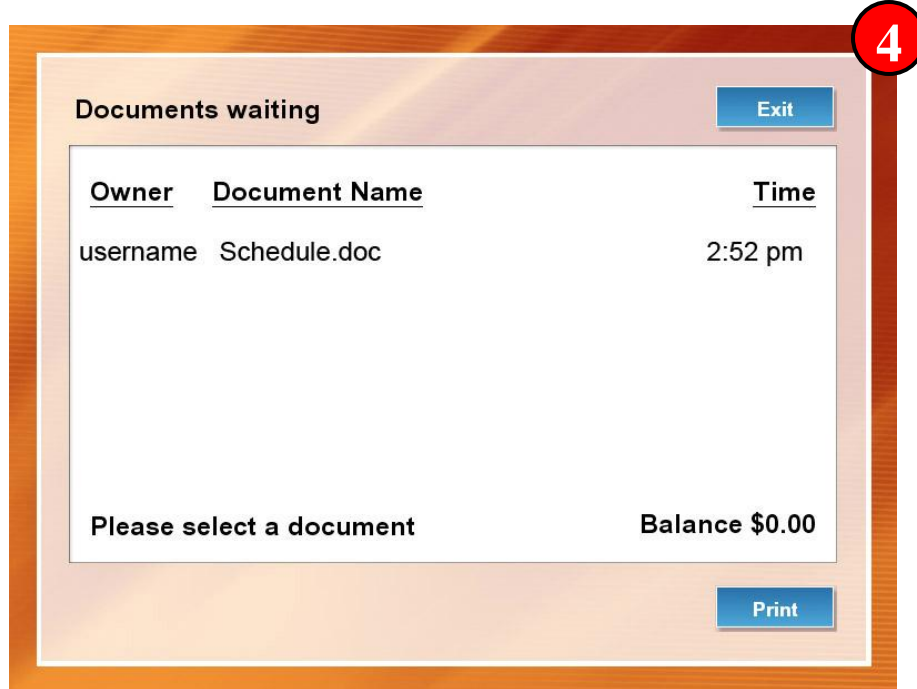
The print release stations have a touch screen display; simply touch the screen to highlight the print job that you would like to print, then touch the "print" button and the highlighted print job will print.



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Title: How to Print Using the Print Release Stations
Step 4.

Once your print job has printed, any other print jobs remaining will be listed. You can either print the remaining print job or leave it in the queue to be printed at another time and/or location. If you do not print your remaining print job within 2 hours, it will automatically be deleted from the print queue.



Notes:

Currently, the only print release stations are located in the Academic Commons. As with the AC 107D lab computers, please pay attention to the printer that your lab computer prints to. The RED labeled cannon only prints to the AC 107E Copy/Print room located next to Help Desk. If you print to the YELLOW labeled HP printers, you can print to any of the public HP printers located in the Academic Commons. Just go to that print release station, swipe your one card and select your print job.

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ITS Help Desk at **508.793.7745** or helpdesk@clarku.edu.

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