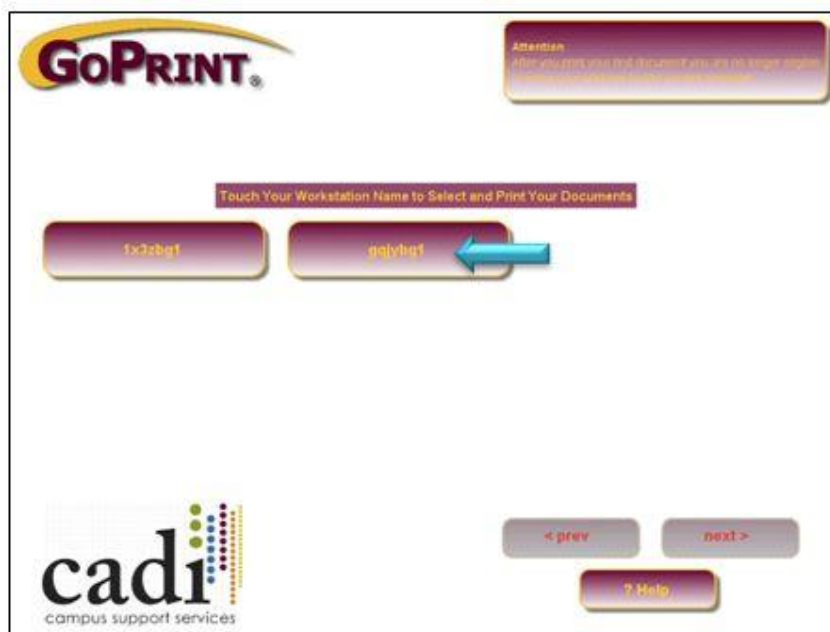


# Printing & Releasing a Print Job from the Release Station

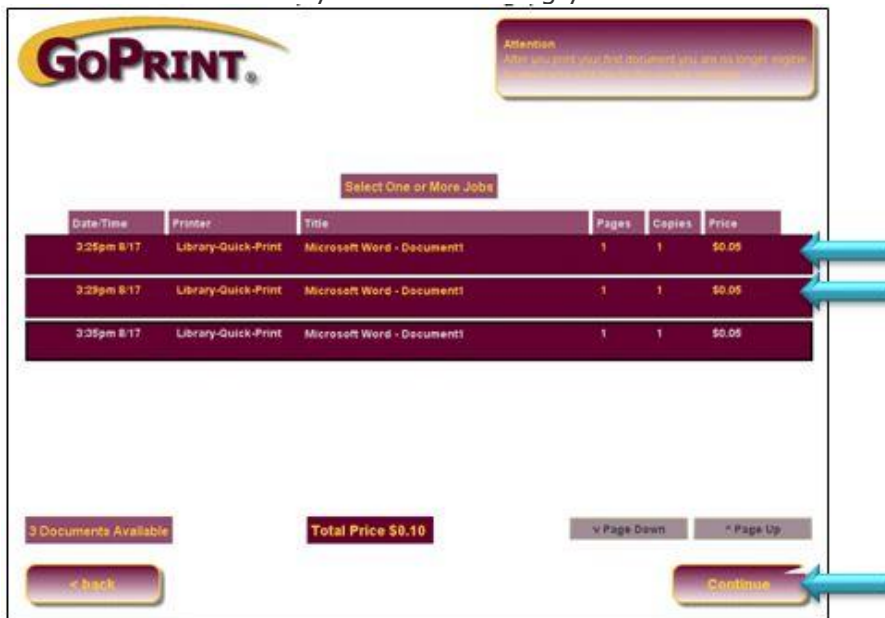
**Release Station payment is used for printing from PCs on the 2<sup>nd</sup> floor of the library and the 6 standup PCs in the library reference area on the 1<sup>st</sup> floor.**

**Important Note:** Be sure to **PREVIEW your print job BEFORE you print** to insure its quality and to verify that it is what you intend to print. **There will be NO refunds on print jobs.**

1. After Previewing your print job, Print as you normally would (usually *File >> Print*, depending on the program you're using)  
NOTE: Make sure to note the PRINTER NAME – you will need this when releasing your print job  
IMPORTANT: Note the name of the pc you are on – there will be a sticker on the pc. Ex: 7dw8bg1
2. Go to one of the release stations on the first floor of the library.
3. Touch your PCs name on screen



4. Touch the document(s) you wish to print.  
They will turn yellow when selected.  
Touch 'Continue' when your done making your selections.



5. At the next screen 'Swipe Your Card Now' will flash in the lower right. Swipe your campus ID card in the black swipe reader.



6. Your account balance will be displayed in the top right window. If you have enough credit and wish to print your documents, touch Pay and Print. Your documents will now print and the screen will return to 'Touch your Workstation Name'.

