

Printing and Copying Instructions

Printing

- 1) Print your document from a lab computer.
- 2) Log in to the print release station next to the printer (Library is the only exception, select your name from the list, login with your password). This can be done one of two ways:
 - a. If you have a meal plan on campus you can swipe your Student ID card in the card reader
 - b. Otherwise, you have the ability of typing in your Student ID number. **(Adult students will have to type in their Student ID numbers)**
- 3) Once you have logged in there will be a list of print jobs. Select the documents you want to print then select print.
- 4) Make sure to log out of the release station after you have printed your documents.
- 5) Pick up your documents from the printer.

Copying

- 1) Find a location where copying is available, see Pay 2 Print Locations.
- 2) Type your ID number into the coin box attached to the copier.
- 3) Make your copies.
- 4) When finished, it is important that you reset the copier. You can do so by pressing the reset button in the top right corner of the copier or by pressing down the silver button on top of the coin box.