SUBMITTING PRINT REQUESTS

At a computer, open your document or go to the web page you wish to print and click File in the top left corner of the window.

Select Print or hit Ctrl+P and set the parameters for the print job, then click the Print button.

A dialog box opens asking to enter a User ID. Enter your name, or student ID, or another phrase you can remember. Click OK.

Another box gives you the total cost—you must have the total amount of the print job(s) on a single Copy Card. Click OK.

A final box verifies that the job has been submitted. Click OK.
**COPY CARDS**

To print, you’ll need a Copy Card, which can be purchased for one dollar ($1.00) from the JAMEX card dispenser located in the Copy Room in the Learning Support Center on the first floor. To reload a card, or add funds to a card for printing longer documents, insert the card into the upper slot (with the thin, green screen). Then insert your money into the bill feeder. Your card value will update. Press the white button to eject the card.

**USING THE PRINT STATION**

1.) Insert a Copy Card into the JAMEX Card Reader, making sure the arrows are pointing INTO the Reader’s slot. Make sure the amount displayed on the Reader will cover the cost of the print job (10 cents per page).

2.) At the print station computer, click **Release a Print Job**.

3.) Enter the ID/name you used to submit the Print Job. Click **OK**.

4.) A list of print jobs associated with your ID/name will appear. Select one or several document(s) you want to print from this list—or click **Select All**.

5.) Click the **Print** icon.

6.) Click **Pay from Vending Device**.

7.) Your card will be automatically ejected; collect it from the reader.

8.) Click **OK** on the print job details dialog box that appears.

9.) Click the **Done** button in the upper right corner.