Printing/Release Station Instructions

When a student clicks on file, print this window will appear:

Name:	()acadprint1/win7ET000	4009E4C26	Properties
Status: Type: Where: Comment:	Printing: 11 documents waiting Dell Laser Printer 5310n XL HMTC ROW 2 HMTC ROW 2		Fing Printer
Page range All Curren Pages: Type p ranges from tl sectior or p1s	t page Selection age numbers and/or page separated by commas counting ne start of the document or the For example, type 1, 3, 5–12 ., p1s2, p1s3–p8s3	Copies Number of copies:	V College
Print <u>w</u> hat:	Document All pages in range	Zoom Pages per s <u>h</u> eet:	1 page

Click "OK"

Next, this window will appear:

Print Manager Plus - Print Job Confirmation
Print Job Information
Date: 8/3/2010 Document Name: Microsoft: Word - print Printer Name: WIN/ET0004009E4C26 Type: Black.8: White Total Pages: 1
Job Cost: \$0.05
Current User Account Balance: (\$0.32) New Account Balance: (\$0.32)
If no action is taken the print job will be deleted from the print queue in: 00:05:00 minutes
Cancel Print

Click "Print"

Next, this window will appear:

maye	
Your print job is current Release Station to resur	ly being held in the print queue, please login to the Web Based me your print job. and printed . Charge accurs when wint jobs are released
riease asregara totai p	ages princed - Unarge occurs when princ jobs are released.

Click "OK"

Next, the student will look at the label on top of computer Monitor to determine which release station to log into. Ex. "This Computer Prints to Printer 2"

The student will now walk over to the Corresponding Printer and Print Release Station.

When the student gets to the Release Station, the Screen will appear like this:

Print Manager Plus ® Release S	tation
2	User ID: Password: Login

Now the Student will type in their User ID and Password into the Release Station and click "Login"

Print Manager Plus ® Release S	Station
	User ID: swagner_2406 Password: •••••••• Login

Next, this window will open with a list of the student's print job(s)

	Oper awagner_24	Calanc	C. (00.22)						
	Document	Workstation	Printer	Pages	Time Submitted	Job Cost	Dimensions	Color	Dup
Micr	osoft Word - Document1	\\10.6.66.13	WIN7ET0004009E4C26	1	8/3/2010 1:57:20 PM	\$0.05	0.5×11	No	No

The Student will then check off the boxes of the corresponding Print Job(s) that they would like released.

Print Manager Plus ® Release Station Refresh User: swagner 2406 Balance: (\$0,22)									
	Document	<u>Workstation</u>	<u>Printer</u>	Pages	Time Submitted	Job Cost	<u>Dimensions</u>	<u>Color</u>	Duplex
	Mic osoft Word - Document1	\\10.6.66.13	WIN7ET0004009E4C26	1	8/3/2010 1:57:20 PM	\$0.05	8.5 x 11	No	No
		(10000010			0,0,2020 210/120111	÷0.05	0.0 × 11		

After checking off the selected Print Job(s), the student will then click "Resume" at the bottom left-hand corner of the screen.



A Window will then appear asking if the Student wishes to Release the Print Job(s) The Student will then click "OK" and the Print Job (s) will come out of the Printer right next to the Release Station

Prin	t Manager Plus ® Release Sta	tion							
R	efresh User: swagner_24	06 Balan	ce: (\$0.22)						
	Document	Workstation	<u>Printer</u>	Pages	Time Submitted	Job Cost	Dimensions	<u>Color</u>	<u>Duplex</u>
	Microsoft Word - Document1	\\10.6.66.13	WIN7ET0004009E4C26	1	8/3/2010 1:57:20 PM	\$0.05	8.5×11	No	No
Re	ssume		Windows Intern CK	ret Explore	7 🗙			L	ag Out

Finally, please remember to log out of the Release Station by clicking "Log Out" in the bottom right-hand corner of the screen.

Prin	t Manager Plus	® Release Station						
R	efresh User:	swagner_2406	Balance: (\$0.2	7)				
	<u>Document</u>	Workstatic	on <u>Printer</u>	Pages	Time Submitted	<u>Job Cost</u> [Dimensions Color	<u>Duplex</u>
R	esume Delete							og Out

- Print services in the walk-in labs are available to students who are currently enrolled in Rhode Island College courses.
- When working in the computer labs, students will have a balance of 250 sheets of paper per semester. These sheets are free of charge. The balance decreases as printing jobs are completed.
- After reaching 250 pages, students will pay a fee of \$.05 for each page printed. The fee will be added to the student's bill by the Bursar's Office.