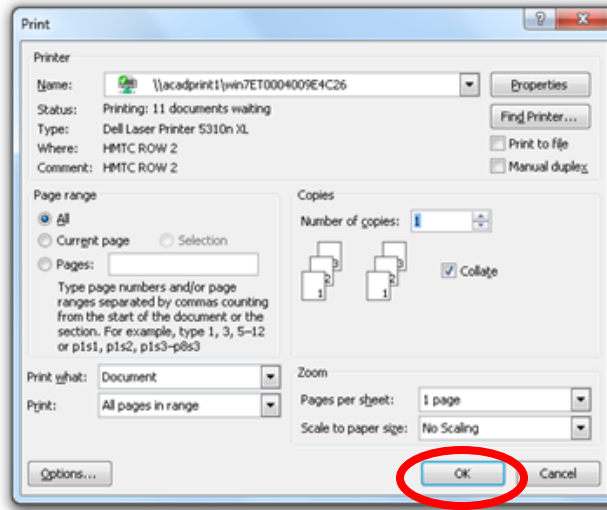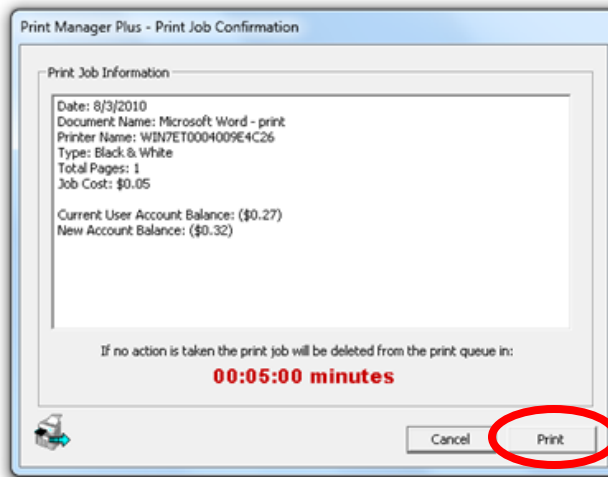# Printing/Release Station Instructions

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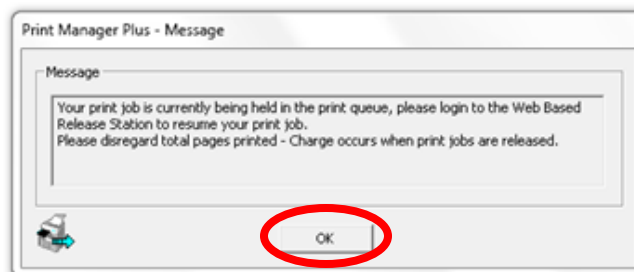

Click "OK"

Next, this window will appear:

Click "Print"

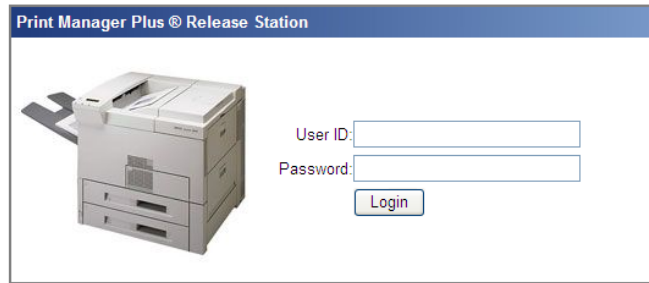Next, this window will appear:

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:

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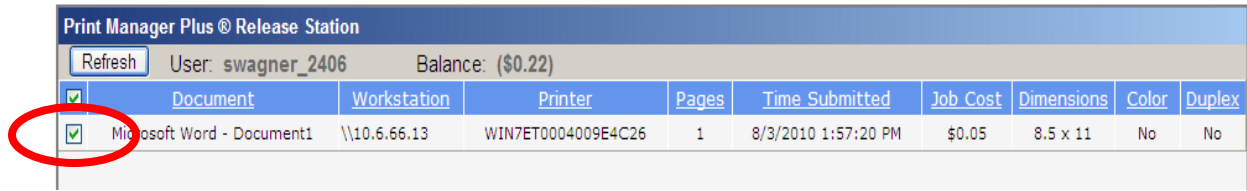into the Release Station and click "Login"

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

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

☑	Document	Workstation	Printer	Pages	Time Submitted	Job Cost	Dimensions	Color	Duplex
☑	Microsoft Word - Document1	\\10.6.66.13	WIN7ET0004009E4C26	1	8/3/2010 1:57:20 PM	$0.05	8.5 x 11	No	No

Print Manager Plus ® Release Station — Refresh — User: swagner_2406 — Balance: ($0.22)

After checking off the selected Print Job(s), the student will then click
"Resume" at the bottom left-hand corner of the screen.
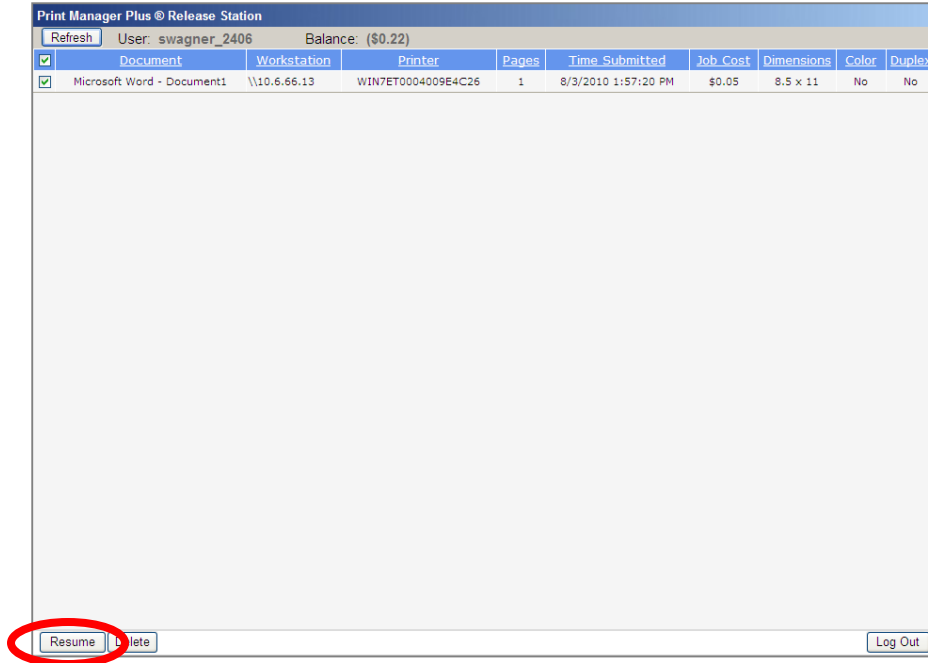
A Window will then appear asking if the Student wishes to Release the Print Job(s)
The Student will then click "OK" and the Print Job (s) will come out of the Printer right next to
the Release Station
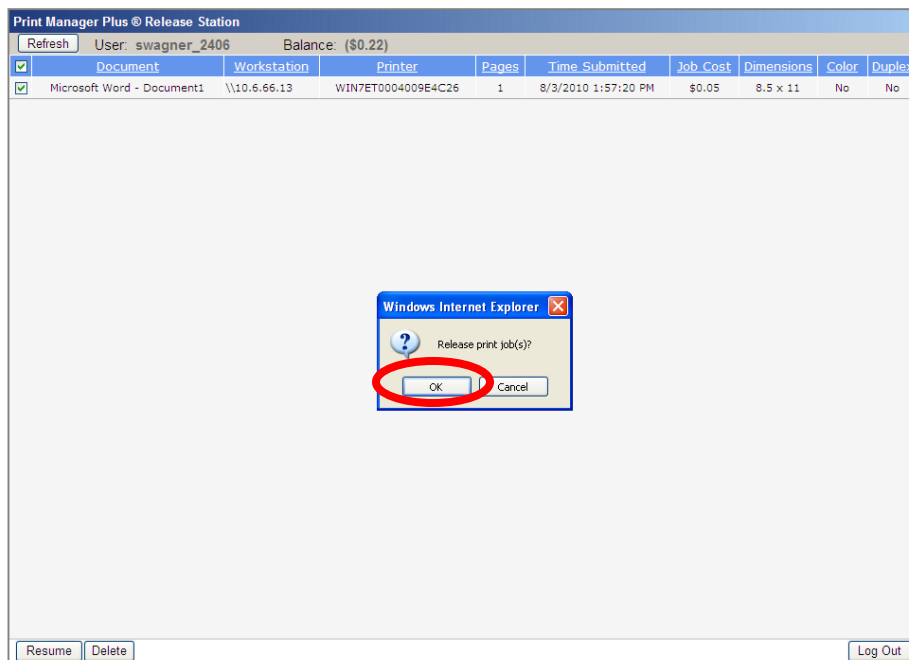
Finally, please remember to log out of the Release Station by clicking "Log Out" in the bottom right-hand corner of the screen.
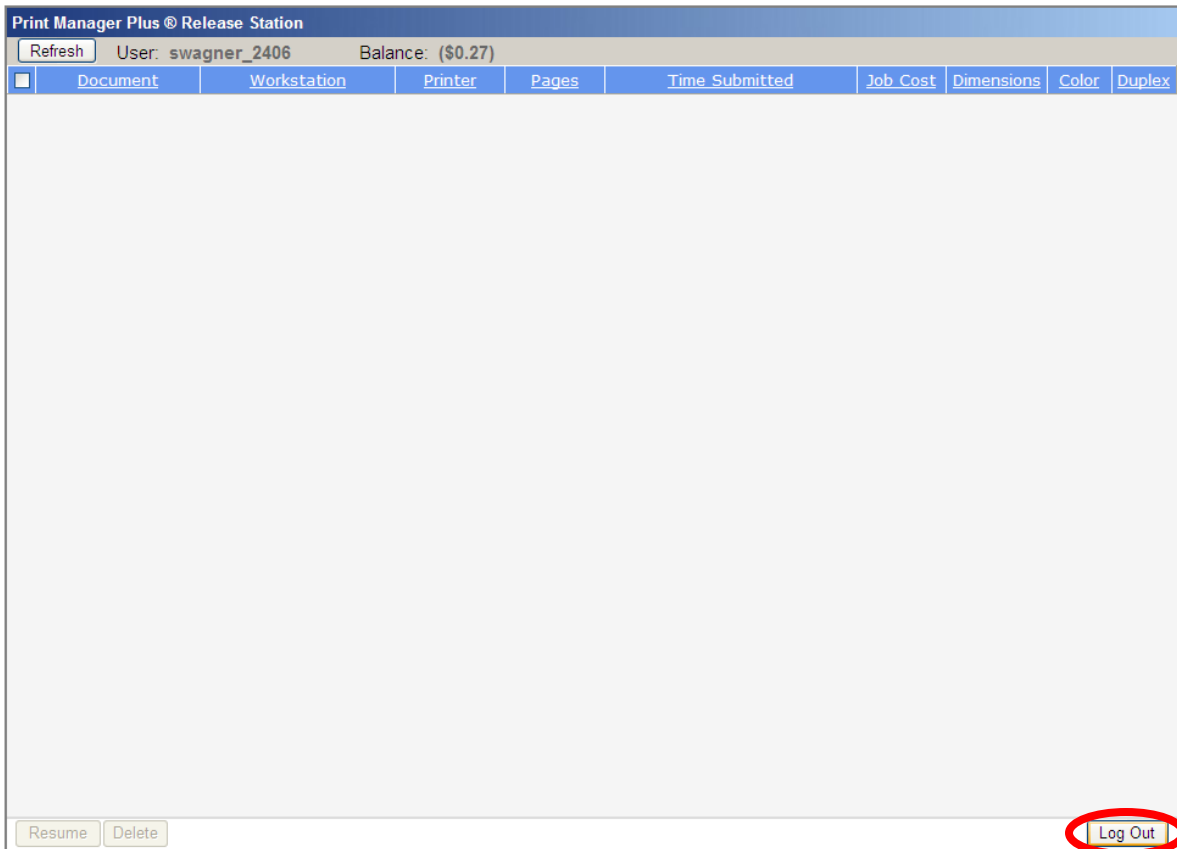
- Print services in the walk-in labs are available to students who are currently enrolled in Rhode Island College courses.
- When working in the computer labs, students will have a balance of 250 sheets of paper per semester. These sheets are free of charge. The balance decreases as printing jobs are 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.