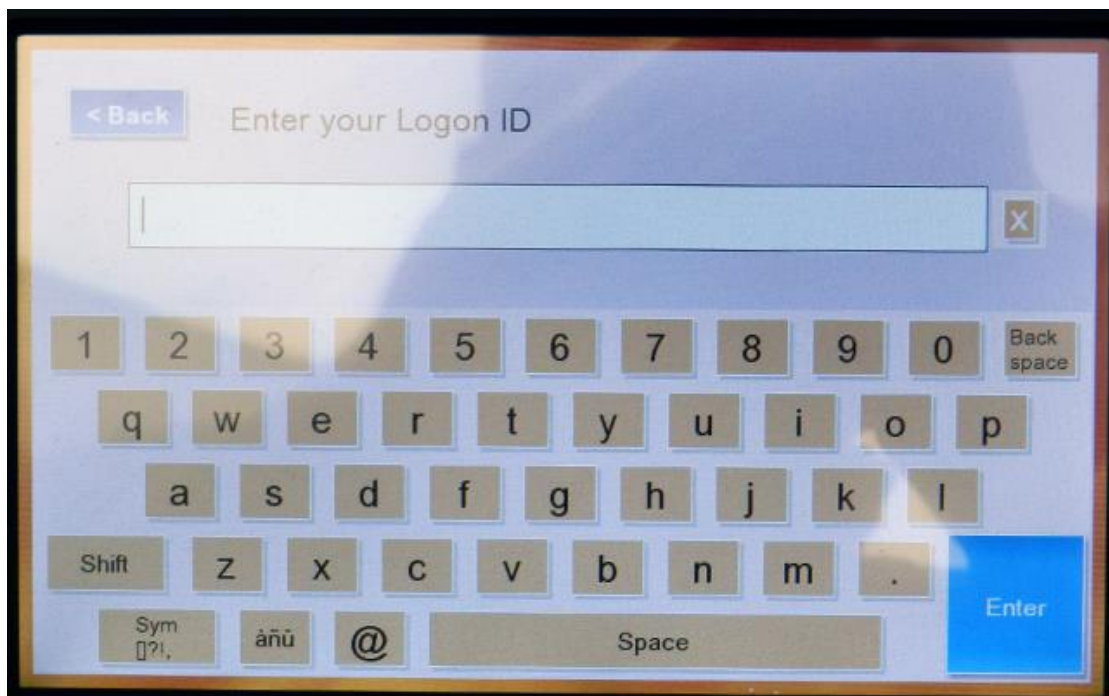
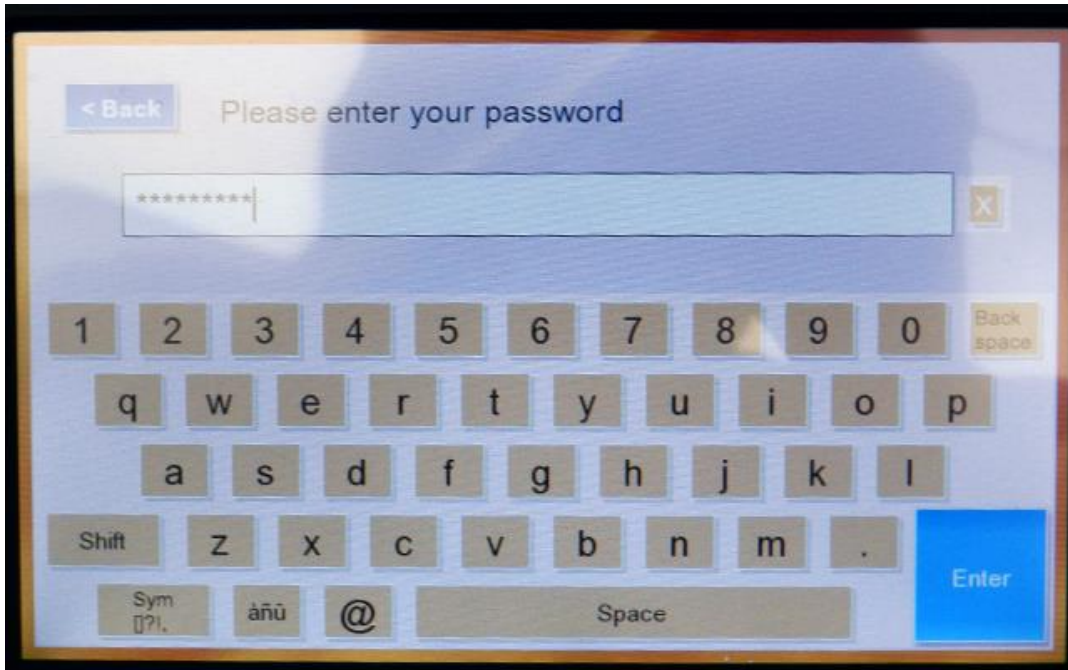


PRINTING TO RELEASE STATIONS

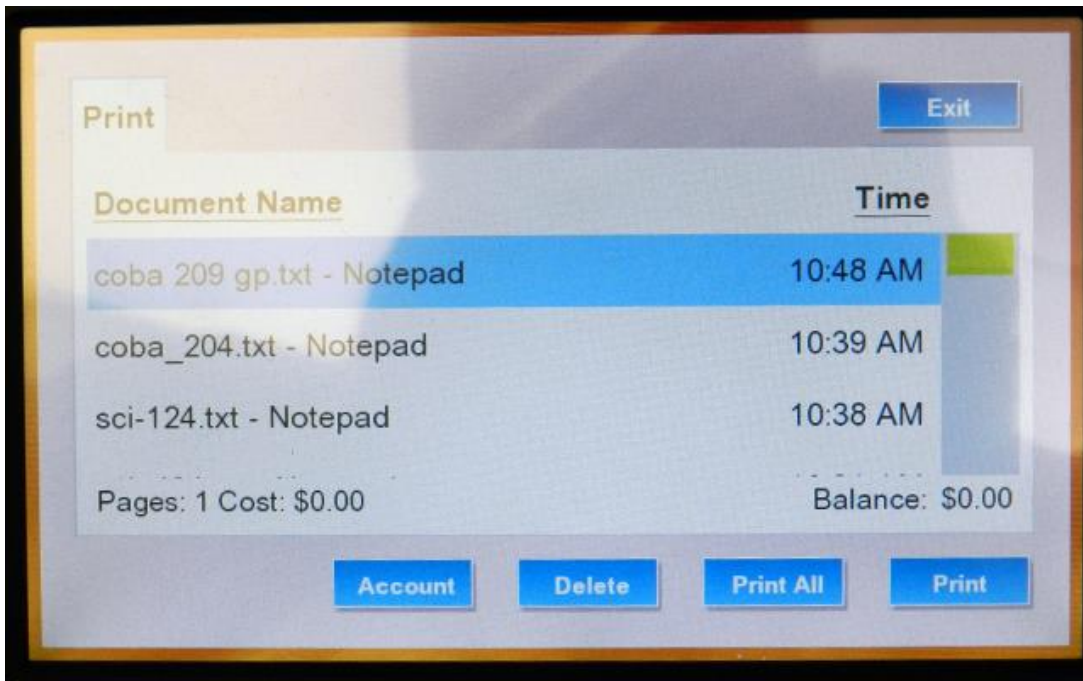
For: Library, General Access Computer Labs, Some Residence Halls, and Instructional Labs that don't have a printer in the room

1. Log on to a workstation with your UID credentials.
2. Begin a print job using HQ-PRINT TO ANY RELEASE STATION (Stephenville) or HQ-PRINT TO RELEASE STATIONS (for Fort Worth campus). This sends your print job to the print server queue where it is held (HQ) until you go to release station.
3. Select Print One Sided or Print on Both Sides. B/W single-sided=\$0.05; B/W both sides=\$0.08. For color: single-sided=\$0.15; both sides=\$0.18
4. Select Ok. By selecting OK, you agree to the charges for the print job and your Texan Card will be debited as soon as you go to a release station to release your job.
5. Go to any printer with a release station (in the above locations). Log on with the card swipe or enter your UID credentials.
- 6.





You will see your print job and your card balance.



Select your print job. You will see the cost of the print job.

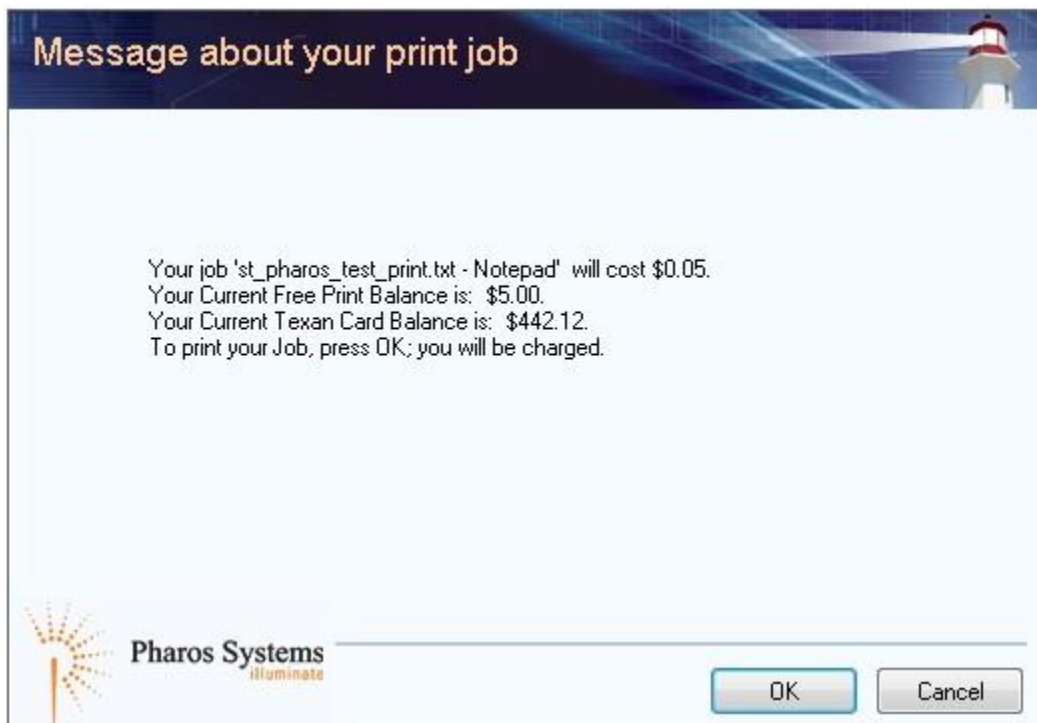
7. Select Print. Your print job is sent to the printer and your account is charged. If you don't have the funds for the print job, you will not be able to print. If the printer hardware fails, **it is held in the print server queue for 24 hours**. You can try another release station without being charged.

8. Log off the release station.
9. Be sure to log off your workstation so no one can print using your account.

PRINTING IN INSTRUCTIONAL COMPUTER LABS

For: Instructional labs that have a printer in the room

1. Log on to a workstation with your UID credentials.
2. Begin a print job using PRINT TO XXX XXX (should be the default printer, but the printer will be name by Building and Room number, for example PRINT TO MATH 227.
3. Select Print One Sided or Print on Both Sides. B/W single-sided=\$0.05; B/W both sides=\$0.08.
4. Select Ok. By selecting OK, you agree to the charges for the print job and your Texan Card will be debited.



Your print job is sent to the printer and your account is charged. If you don't have the funds for your print job, it will not print.

5. Go to the printer to retrieve your job. If the printer hardware fails, please call 254-968-1934.
6. Be sure to log off your computer, so no one else can use your printing account.