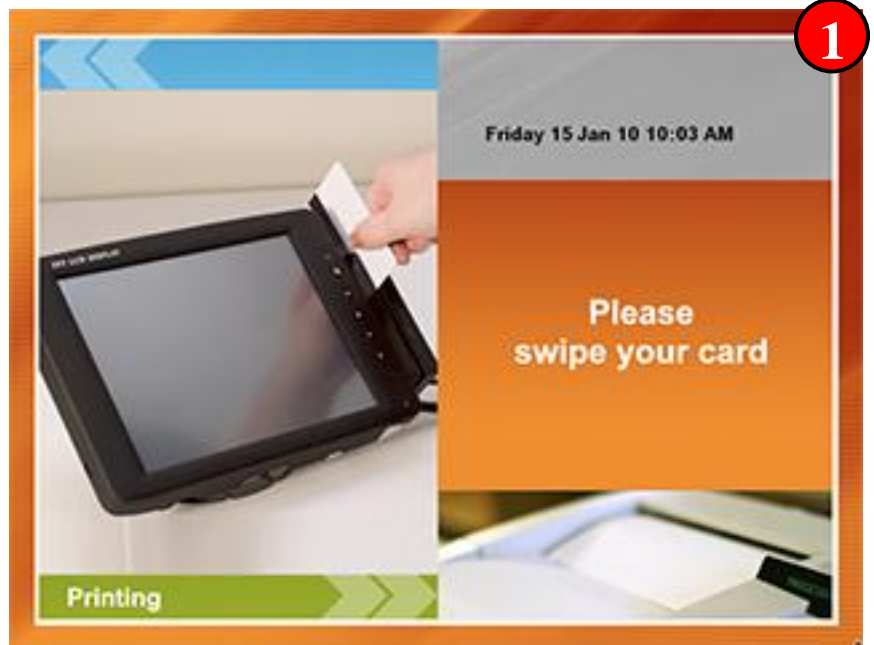


## Help Document Series: How to Print Using the Print Release Stations

*This document will guide you through the process to release your print jobs at print release stations.*

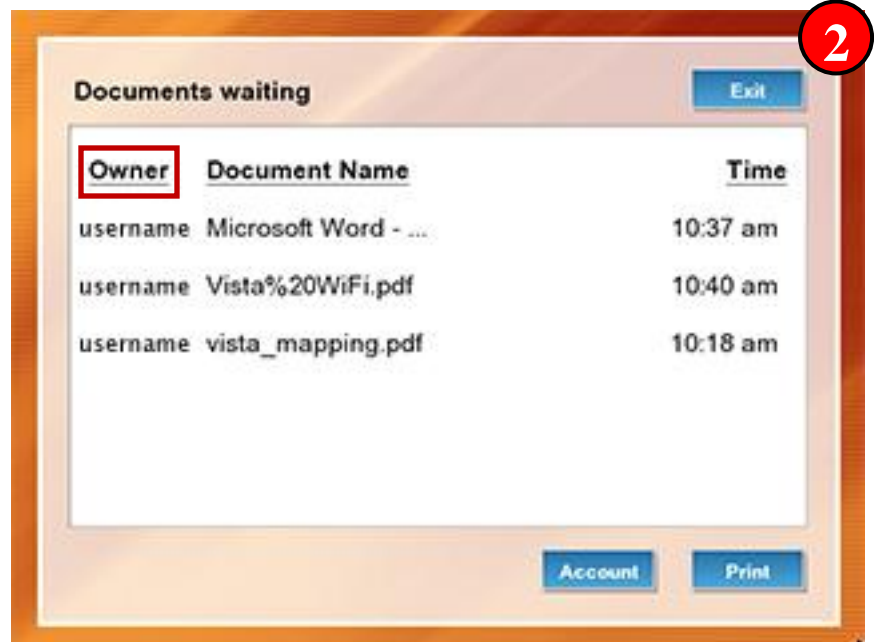
### Step 1.

At the print release station, simply swipe your OneCard to view your print jobs waiting in the print queue.



### Step 2.

Once you swipe your card at the print release station, your print jobs in the queue will be displayed. Your username will be listed under the **Owner** column; along with the document name and time you sent the print job to the printer.

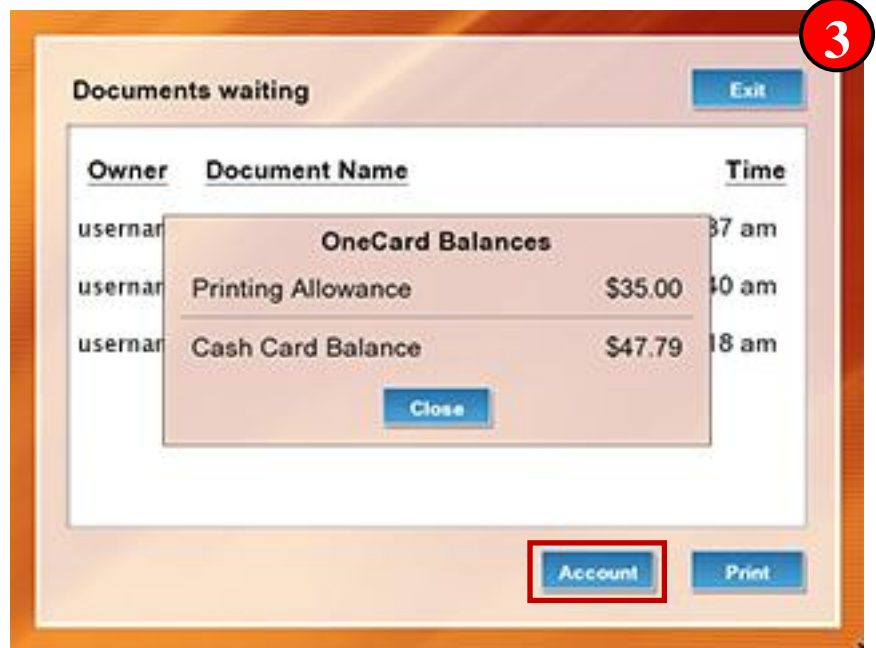


If you have any questions, or require further assistance, please contact the ITS Help Desk at 508.793.7745 or [helpdesk@clarku.edu](mailto:helpdesk@clarku.edu).

**Step 3.**

Before you release a document for printing, it is good to check and see what funds are on your OneCard. Touch the **Account** button on the screen and a new window, **OneCard Balances**, will be displayed. The **OneCard Balances** window displays how much money is left in your Clark printing allowance along with any money that is currently on your Cash Card.

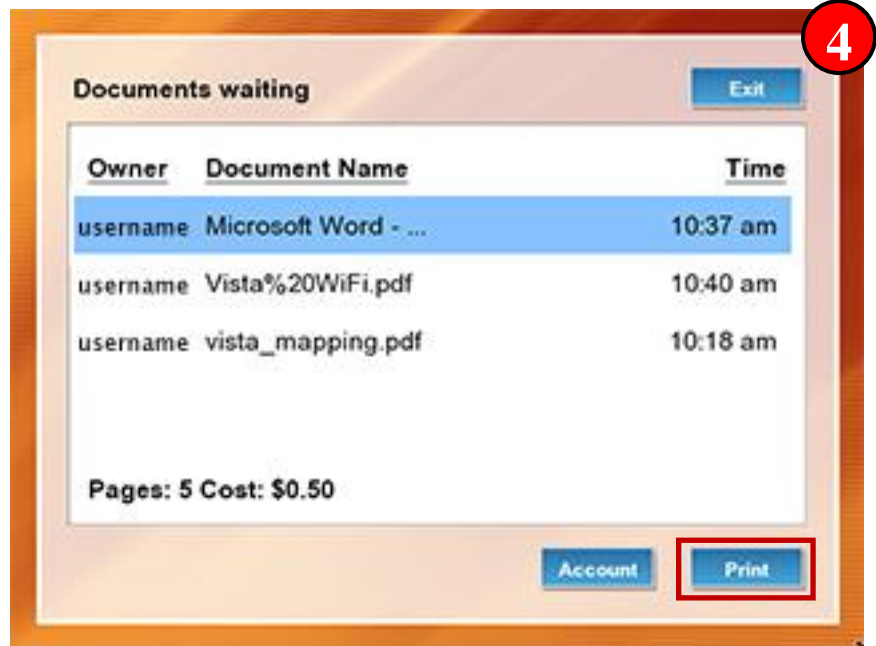
If your Printing Allowance or Cash Card Balance does not display in this window, there is no money left in that account. You can go to the University's Cashier's Office in 20 Downing Street to add more money to your Cash Card.



3

**Step 4.**

The print release stations have a touch screen display; simply touch the screen to highlight the print job that you would like to print. In the lower left corner of the screen, you will see the total number of pages that are in that document along with how much money will be deducted from your OneCard should you choose to print that document. When you are ready to print a document, touch the **Print** button and the highlighted print job will be printed.



4

**Step 5.**

Once your print job has printed, any other print jobs remaining will still be listed. You can either print the remaining print job or leave it in the queue to be printed at another time and/or location. If you do not print your remaining print job within 4 hours, it will automatically be deleted from the print queue.

When you are done printing, touch the **Exit** button to log yourself out of the release station to avoid the next person printing something you did not want.

