

Printing Instructions

[PC User Instructions](#)

[Macintosh User Instructions](#)

[Coin-Op Instructions](#)

PC User Instructions:

1. Before sending a printing request, use the **Print Preview** option under the **File** pull-down menu to ensure that you only print the pages you desire.
2. Send your print job by selecting **Print** under the **File** pull-down menu
3. Go to the **Print Release Station**

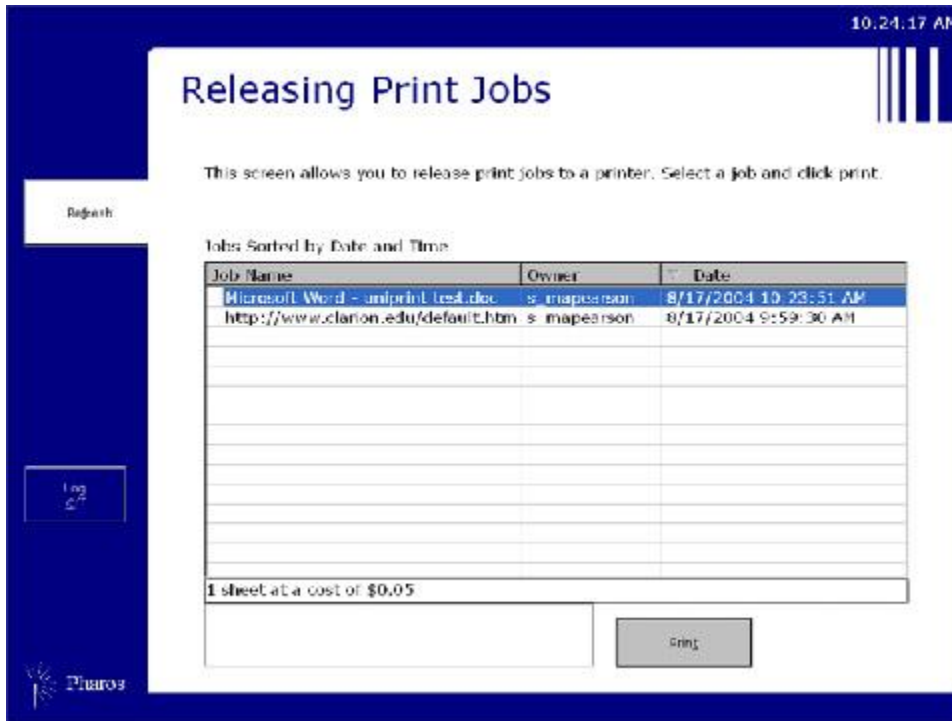


4. Slide your **Eagle Dollars** card through the card reader, this will take you into the print queue where you can select your print job. This is identified by your MyClarion username – **Example:** s_jmdoe



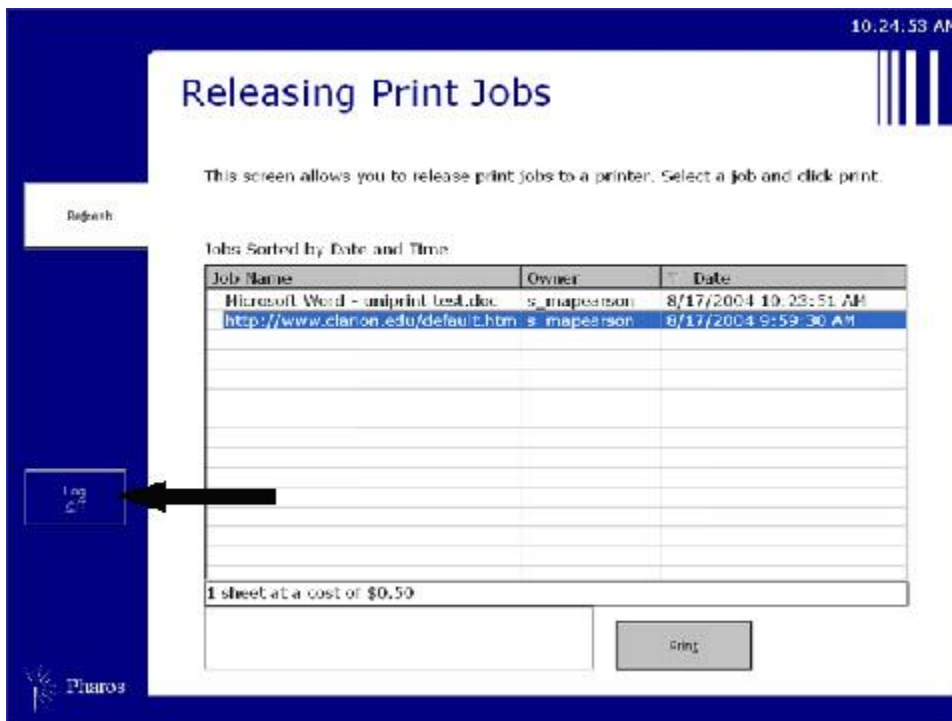
- Click on your print job. This will show you the number of pages you will be printing, the cost for printing them, and the balance on your Eagle Dollars account.

Note: If you don't see your print job, click on Refresh button to refresh the screen



- Click **Print**

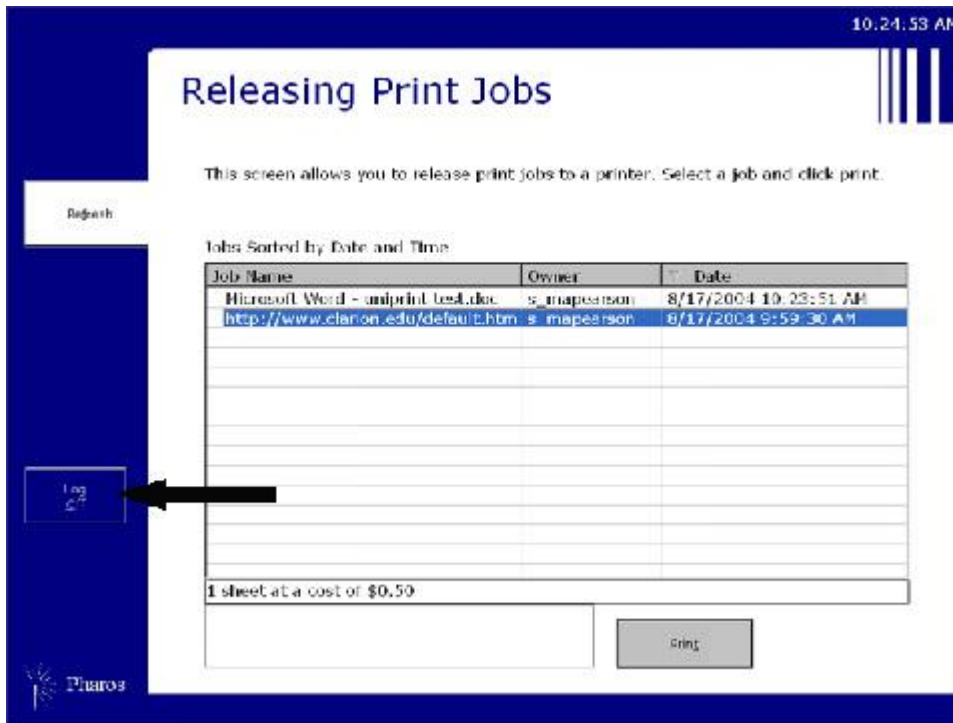
- IMPORTANT:** When you are finished printing your jobs, click on **LOG OFF**, if you do not do this, you may be paying for the next student's print job.



Ask Lab personnel for assistance if you need help or experience a problem.

7. Click **Print**

8. **IMPORTANT:** When you are finished printing your jobs, click on **LOG OFF**, if you do not do this, you may be paying for the next student's print job.



Ask Lab personnel for assistance if you need help or experience a problem.

Coin-Op Instructions:

1. Move the mouse on the print release station until the **Message of the Day** screen appears
2. Click **Continue**
3. Select your print job
4. Put the required amount of money in the Coin-Op 5 machine
 - ◆ Duplex fees round up to the next nickel
 - ◆ Coin-Op machines **DO NOT** accept pennies
5. Click **Print**