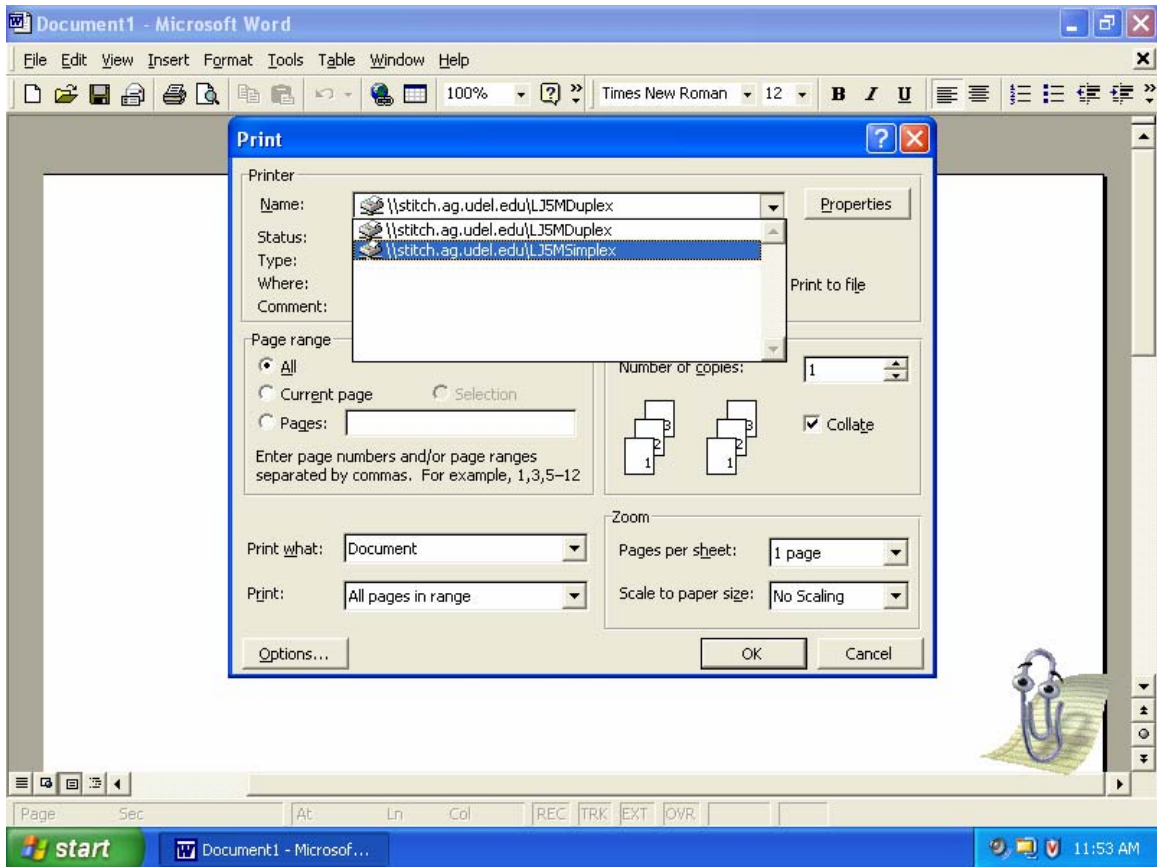


PRINTING PROCEDURE

IMPORTANT:
You must have your UD#1 Card
to get your printouts

At the computer:

1. The printer is set to print double-sided by default. (Duplex is DEFAULT printer)
2. If you want to print single-sided, in the printer options choose Simplex as the printer to use.



3. Get the computer name located at the top of the monitor that you are using.
4. Go to the print station

At the print station:

1. Click on the name of the computer on the print station screen.

Step
1

Select document to print

Computer	Document	User	Date	Time	Pages	Copies	Type
CHIEFS	Book1	public	9/23/2003	11:56:33AM	2	1	PCL
DIAMONDBACKS	Microsoft Word - Document1	public	9/23/2003	11:54:56AM	1	1	PCL
PANTHERS	Book1	public	9/23/2003	11:59:00AM	1	1	PCL
PANTHERS	Book1	public	9/23/2003	11:58:59AM	1	1	PCL

Step
2

Printer Selection

Printer Name	Type	Pages	Page Price	Cost
LJ5MDouble-Sided	PCLP	2	0.040	0.08

Step
3

Cost of Printing

Amount 0.08

Amount Tendered 0.00

Step
4

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2. Check the printer selection to make sure you have chosen the correct printer.
3. Check the Cost of the print outs.
4. Click the Start Printing button
5. At the prompt swipe your UD#1 card with the black stripe facing the green light.

Select document to print

Step
1

Computer	Document	User	Date	Time	Pages	Copies	Type
CHARGERS	http://webct.udel.edu:8900/ANS	public	9/23/2003	12:05:10PM	6	1	PCL

Blackboard Transaction System

Please Swipe University ID Card

Step
2

Printer Selection

Printer Name	Type	Pages	Page Price	Cost
LJ5MDouble-Sided	PCL_F	6	0.040	0.24

Step
4

Step
3

Cost of Printing

Amount	0.24	Amount Tendered	0.00
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6. If your card is rejected let the lab assistant know and contact Student Services

Cost:
Double-Sided Printouts - .04 per page
Single-Sided Printouts - .05 per page

PLEASE CONSERVE PAPER AND PRINT DOUBLE-SIDED WHEN POSSIBLE

see Lab Assistant for further help