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.
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.
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