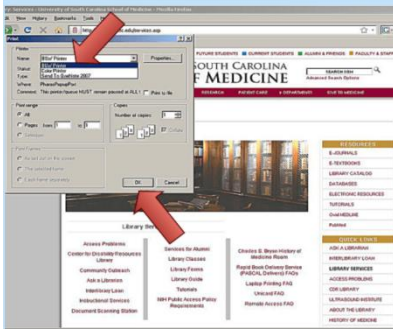


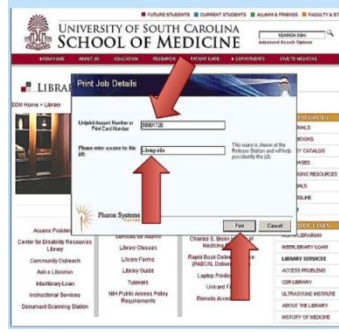
PRINTING IN A NUTSHELL

STEP 1



- Send the print job to B&W or color printer.
- Click OK.
- The printer default is the B&W printer.

STEP 2



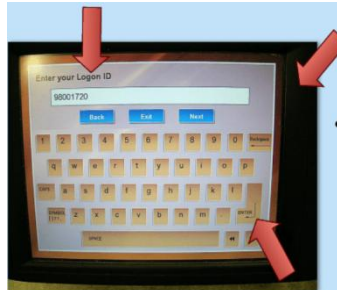
- When the pop-up window appears, type your unicard number in the first field.
- Name the print job in the second field.
- Select the "Print" button.

STEP 3



- Go to the release station, a black touch-screen display located beside either printer located in the pods.
- Touch the screen to activate the release station.

STEP 4



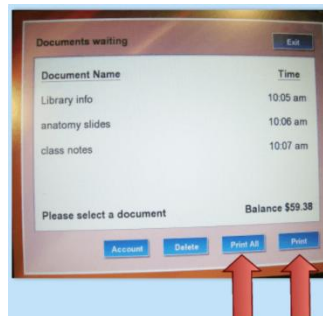
- Enter your Unicard number by either typing in the 8-digit card # using the keypad or by sliding your Unicard on the right hand side of the station.

STEP 5



- Enter your 4-digit PIN using the key pad.
- Press either the "Next" button or the "Enter" button.

STEP 6



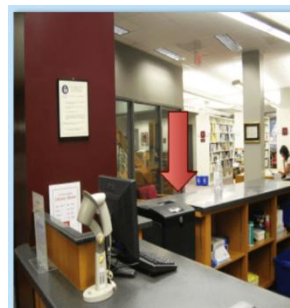
- Documents will appear as a list.
- To print only one document touch the document name and press "Print".
- To print all the documents listed press the "Print All" button.

STEP 7



- If you selected the "B&W Printer" your documents will print out at the printers located in the computer pod.

STEP 8



- If you selected the "color printer" your documents will print out at the color printer which is located behind the Circulation desk.

For a more information on printing, please see the "Printing & Copying in the Library" tutorial

<http://uscm.med.sc.edu/tutorials/printingandcopying/index.html>