

## Computer Lab Printing Instructions

### Before you print:

- For printing you must use **YOUR student card** or **UOW Casual Copy Card** Only.
- If the document is large or has lots of images or large areas of colour, it may print slowly or not at all. Send a test print (e.g. the first one or two pages) and make sure they print successfully before sending the full document.
- Save your document before you send it to the printer; then, if you have problems, you can re-open it and send it again. Save it to your USB key/thumb drive, not the computer desktop.
- If you experience problems with printing, please report to the staff at the Front Desk immediately.

### When you are ready to print:

1. After you press print, a 'Print Job Details' window will open.
2. Enter your **University SOLS Login Name** or your **Casual Card Number**.
3. Click 'Print' button to continue printing or 'Cancel' button to abort the job.
4. The next screen to appear will detail the cost of your job. Click OK to continue printing or Cancel to abort the print.
5. Go to the lab printer to process your print job. **Your print job will only be printed from within the lab in which you submitted it.**

### At the printer:

1. Check that the ✓ is on the '**Print Release**' option on the screen and press the '✓' on the keypad.
2. A message will advise you to swipe your card. Swipe your UOW student card or Casual Copy Card in the printer card reader.
3. Select the 'Print Document' option and press '✓'.
4. The job you wish to print will display a ✓ beside the document name.
5. If printing multiple documents, select the documents you want to print by using the keypad direction keys and pressing the '✓' on the keypad to select the document. An ✕ will appear next to each selected document.
6. Scroll to DONE and press the '✓' on the keypad.
7. Your documents will be printed.
8. A message advising your print jobs are done will display. Press the '✓' button to exit.

### Which is my print job?

- The printer will only display jobs that YOU have sent to the printer.



For further details on using this printing system visit the following site:

<http://www.library.uow.edu.au/helptraining/UOW026602.html>