

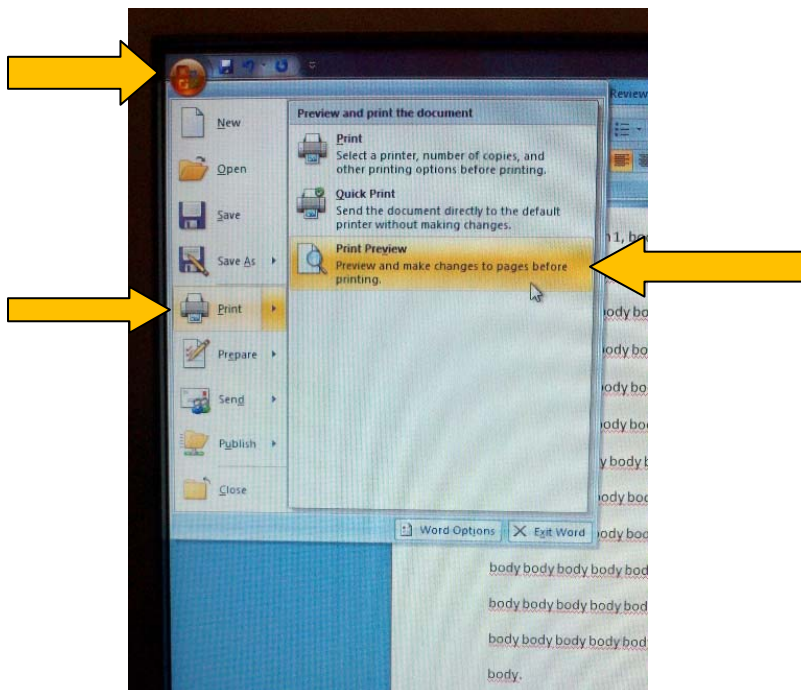
# PC Printing Instructions

1. Turn on the computer if it is not already on.

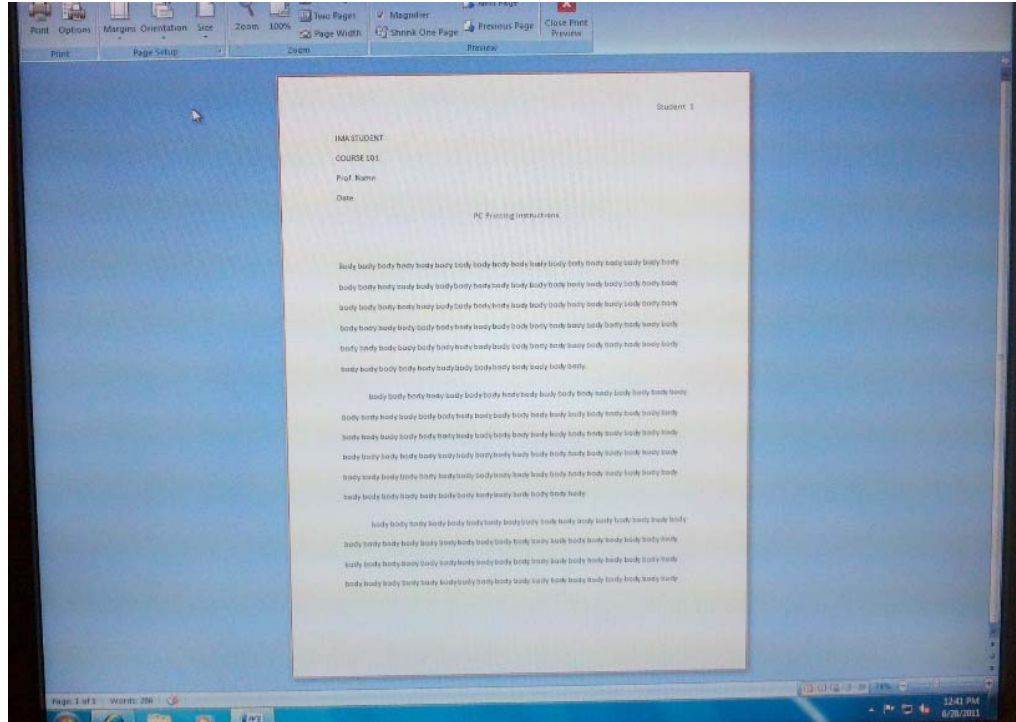


The power button is located on the top left corner of the tower, to the rear of the monitor. Push it once until it beeps and lights up blue.

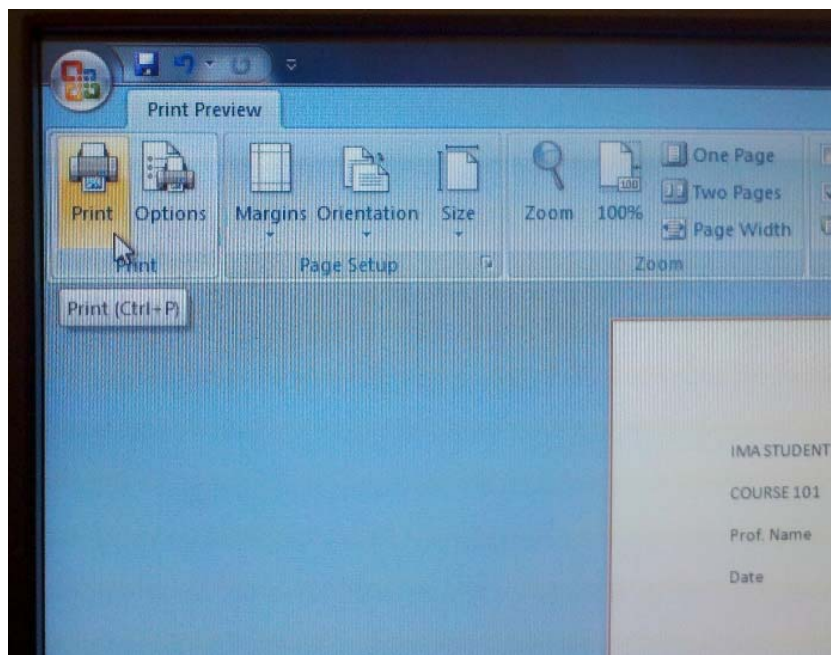
2. Open up a new MS Word document or a document you've been working on.
3. When you are ready to print, click the round Windows icon in the top left corner of the screen. Point your mouse to "Print," then click the "Print Preview" option from the Print menu.



4. **Print Preview allows you to view your work exactly as it will print. If it doesn't look right, close Print Preview and make the corrections. This is your opportunity to fix any errors before you waste money and paper printing something you can't use.**

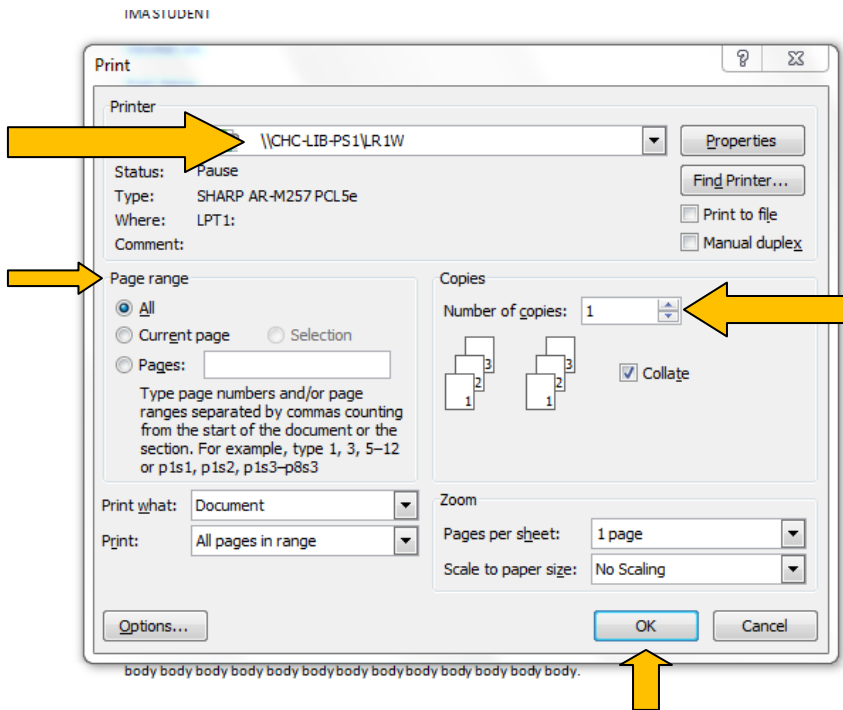


5. **If you are ready to print, click the "Print" icon in the upper left corner.**



6. The “Print” window will open. Make sure the printer selected is: **\\CHC-LIB-PS1\\LR1W**. Do not choose any other printer. This is the **ONLY**

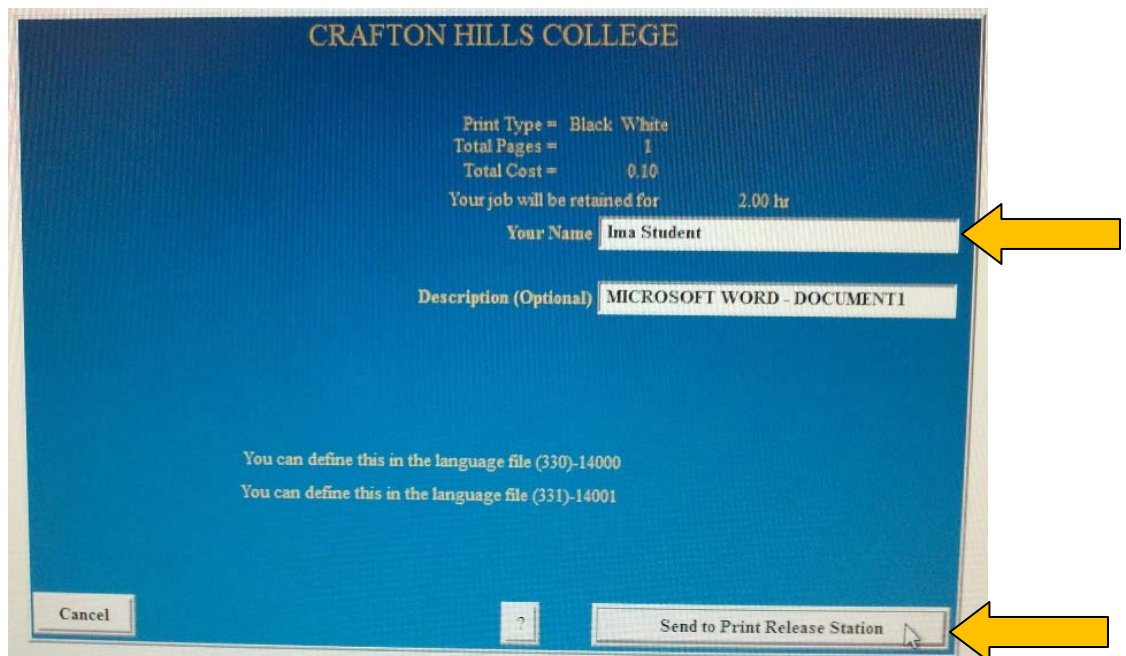
printer that will print your work.



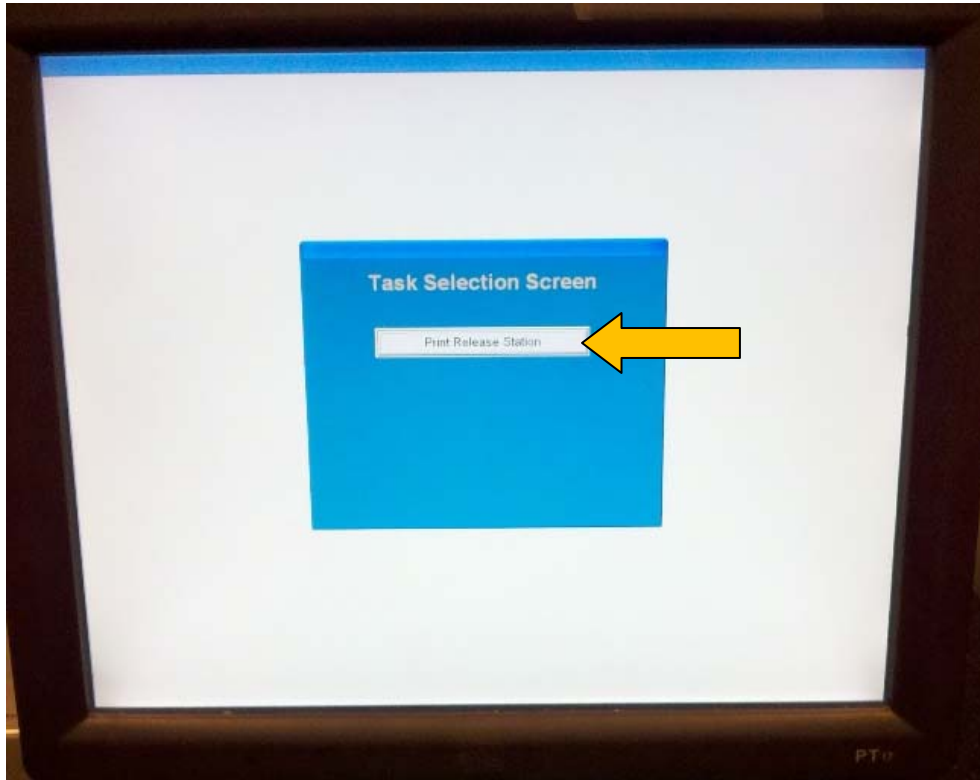
**Only print ONE copy of your work. If you need multiple copies, make photocopies. We know this is inconvenient, but the print queues overcharge when multiple copies are selected.**

Click “OK” if you are ready to print. (If you only want to print certain pages of your document, you can select those settings in the “Page Range” area of the print window above.)

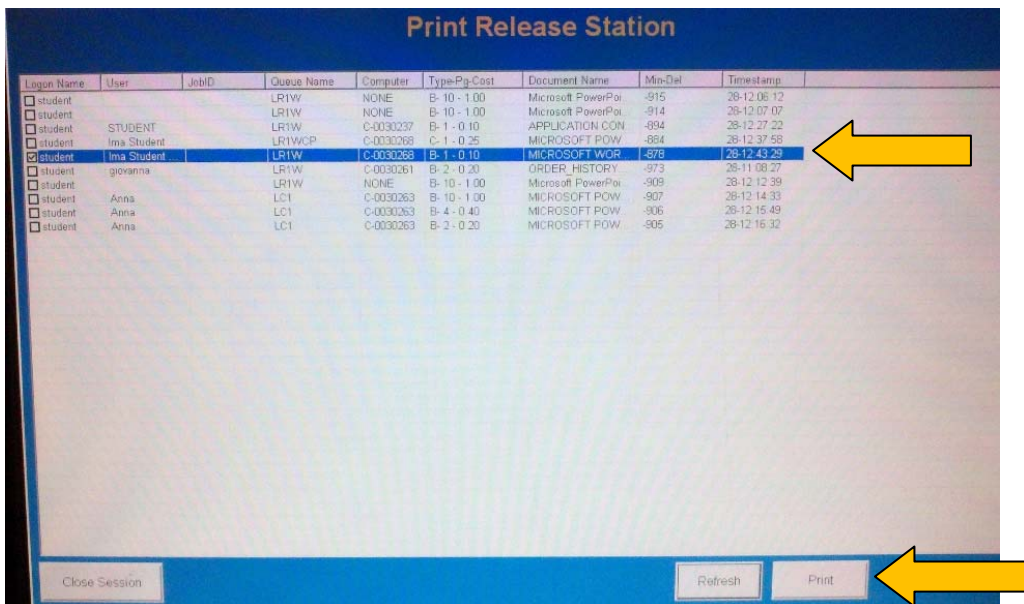
7. Wait for the blue print queue screen to pop up—this may take a minute, so please be patient. Enter your name where it says “Your Name” and click the “Send to Print Release Station” button.



8. Go to the Copy Room (to the left of the elevator inside the library, facing the computers) and use the Print Release Station closest to the door. If the screen is black, tap the screen with your finger—it is a touch screen monitor. Tap the button that says “Print Release Station.”



9. From the menu of print jobs, find your name and tap it to highlight your print job, then click “Print.” Make sure no other print jobs are highlighted or have check marks or they will be included in your final total!



10. When the pay window opens, double check that the “Total Pages” is correct, ie. your document is 1 page, so Total Pages = 1. Each page costs 10 cents, so make sure the “Total Cost” is also correct, ie. 1 page = .10.

Put your money into the coin machine to the left of the print release station. **\$1 bills, quarters, dimes and nickels ONLY!!**

When you have entered enough money to cover your print job, the “OK” button on the pay window will activate in black. Make sure the money is calculated correctly on the pay window, ie., you put in \$1, so “Funds Available Before Vend” = 1.00. Your print cost is .10, so “Funds Available After Vend” = .90. This is the amount of change you will get back.

**If these numbers are not correct, DO NOT PROCEED. Get a staff member!**

If the numbers are correct, click “OK.” Your print job will print on the copy machine to the left of the coin machine. The papers vend in the big space underneath the scanner glass.

