

Retrieve Print Job Instructions

HP Network Laser Printers (Residence Halls and Labs)

Student account balances and the cost of the print job will appear on the screen after you have swiped your card.

1. Swipe your College Campus Card to activate the screen.
2. Select the print job to print (if you have more than one), or select print all.
At this time you can delete print jobs you don't want to print.
3. Press the print button
4. When finished, press the exit button.

HP MFP M4345 Laser/Copier (Residence Halls)

1. Touch the screen to activate
2. Press the Print Release Button
3. Swipe your campus Card
4. Select the print job to print (if you have more than one), or select print all.
At this time you can delete print jobs you don't want to print.
5. Select Print
6. When finished press the house Icon.
7. Press the sign out button. (you will automatically be signed out after 30 seconds)

Savin Printer/Copier (Cate Center – Lab - 2nd Floor)

Instructions to retrieve printed documents only

1. Swipe your College Campus Card to activate the screen. Use the **Black Terminal & Card Swipe**.
2. Select the print job to print (if you have more than one), or select print all.
At this time you can delete print jobs you don't want to print.
3. Press the print button
4. When finished, press the exit button.

Color Laser (SMB Lab - Rm 262)

1. Swipe your College Campus Card to activate the screen. Use the Black Terminal and Card Swipe.
2. Select the print job to print (if you have more than one), or select print all.
At this time you can delete print jobs you don't want to print.
3. Press the print button
4. When finished, press the exit button.