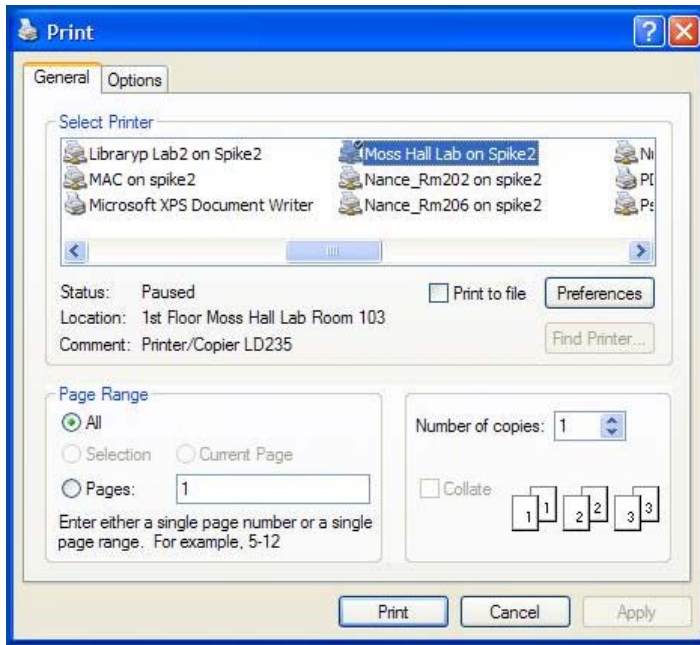


CS PRINT PRINTING INSTRUCTIONS

NOTE: Each currently enrolled student is allocated \$20 or 200 sheets per semester by the university. For each page they print, their printing account is deducted 10 cents.

When a user is ready to print, he or she should **SELECT** File, Print from the menu bar or use the Print button on the toolbar.



Once the user has selected the correct printer and all necessary options, **Press** Print.

The following screen appears on the users screen requesting the user to acknowledge that they have a print job in waiting.

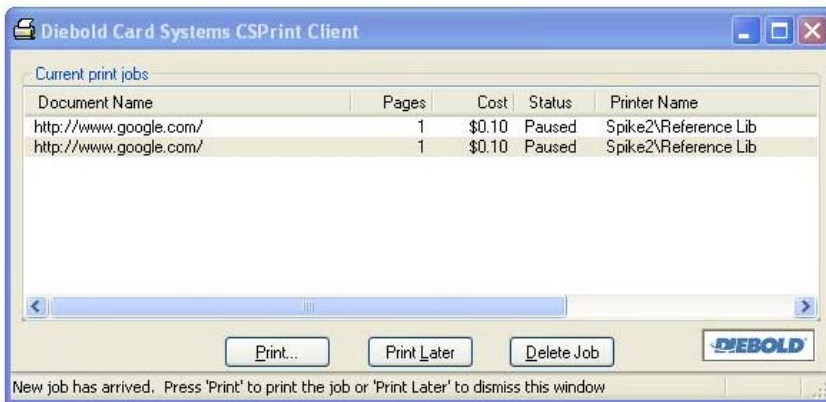


If the user selects **PRINT**, the job is released to the printer and the total amount shown in the box will be deducted from the students printing account.

If the user selects **PRINT LATER**, the job remains in the print queue until the student acknowledges that they would like to print.

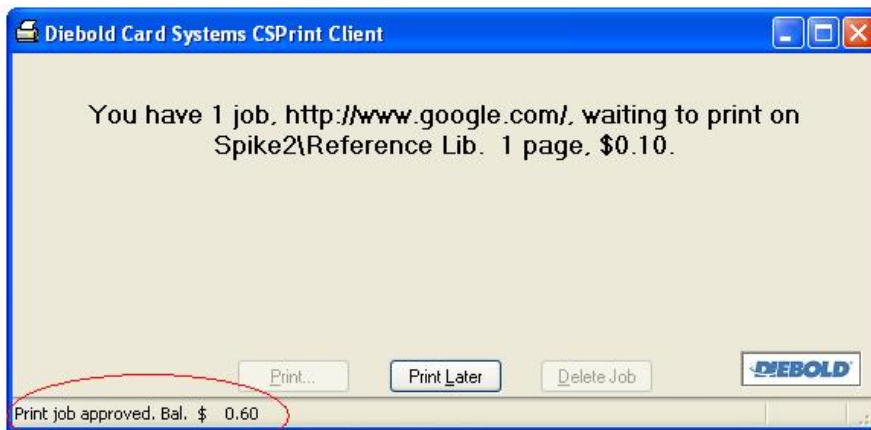
If the user selects **DELETE JOB**, the job is deleted from the print queue and the student is not charged the amount for printing.

If the user decides that they will **PRINT LATER** and have other items that they would like to print, the following will appear the next time that they select print.



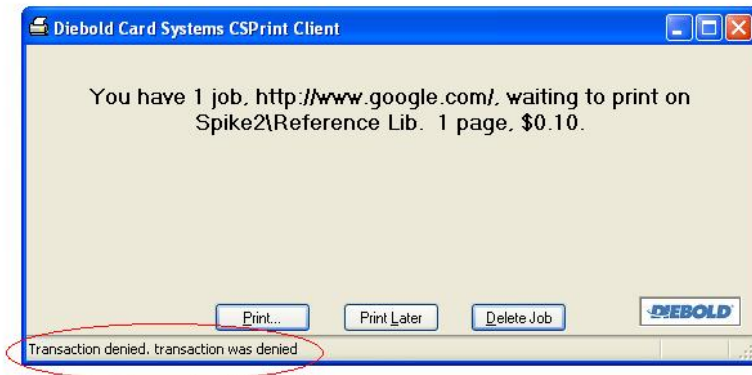
The previous box lists all of the current jobs that the user has in the print queue. The user then has the option to select which job he or she would like to print or delete.

Once the user has selected to print all of their jobs, a box will appear that gives the users remaining balance on their account.



CS PRINT ERRORS

If the following box appears, the user does not have a balance on their printing account or are not enrolled as a current student. The user should contact the Card One office @ 6-4868 or 3-3715 or visit Crawford-Zimmerman Rm. 229.



If one of the following boxes appears on the users screen, there is a problem with the print server. Contact L'Maro Bell @ 6-7405 or Carolyn Riley @6-8111 for assistance.

