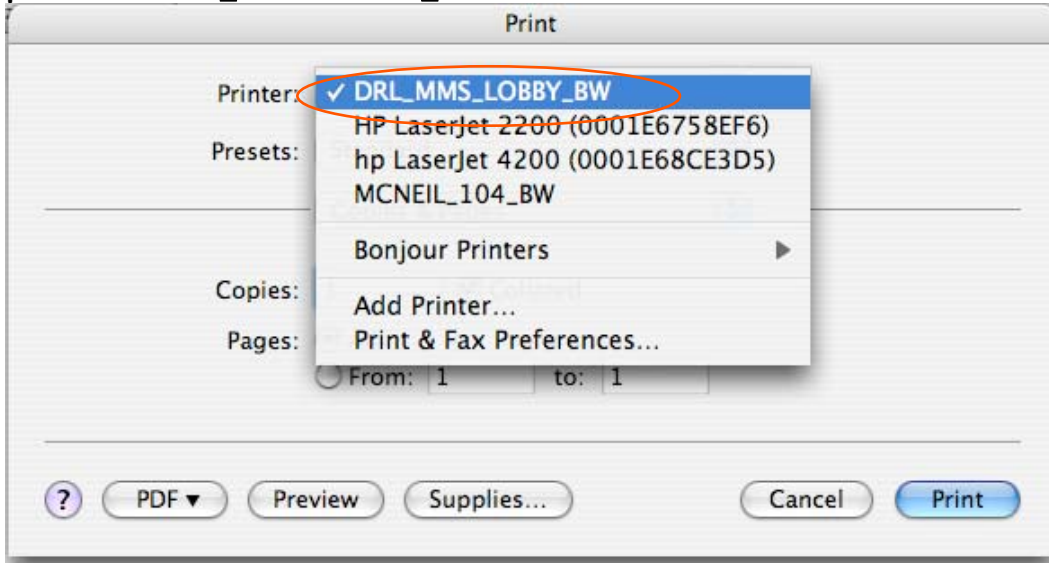# 1. Open up the document or web page that you want to print, and select "Print" from the file menu. Select the printer to which you'll send your print job.

In this example, we're going to send the job to the black & white printer located in the lobby of Multi-Media Services in DRL. The name of this printer is **DRL_MMSLOBBY_BW**



# 2. Select single-sided or double-sided printing.

After you've chosen your printer, select Layout from the drop-down menu to bring up the print layout options. Choose your preferred page layout, and set the option for two-sided printing. If you want to print two-sided, we recommend "Long-edged binding."
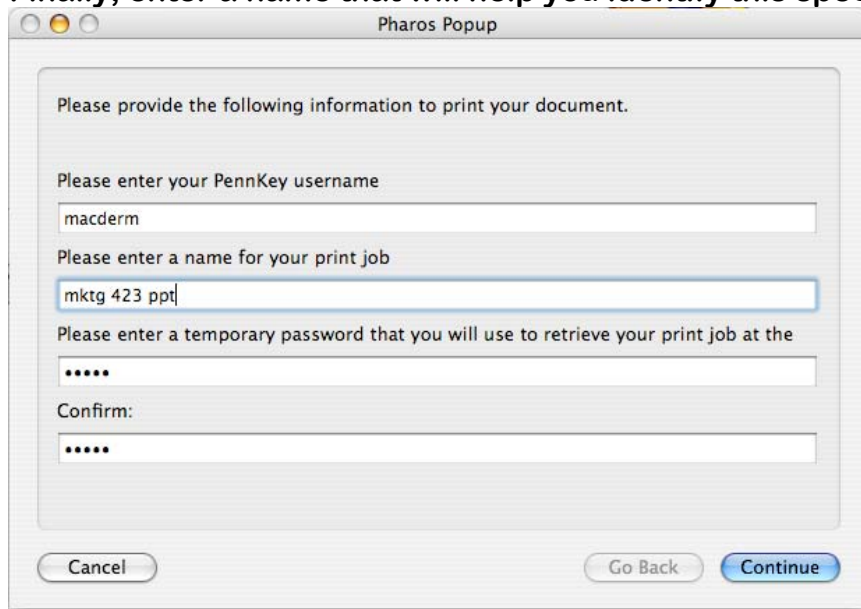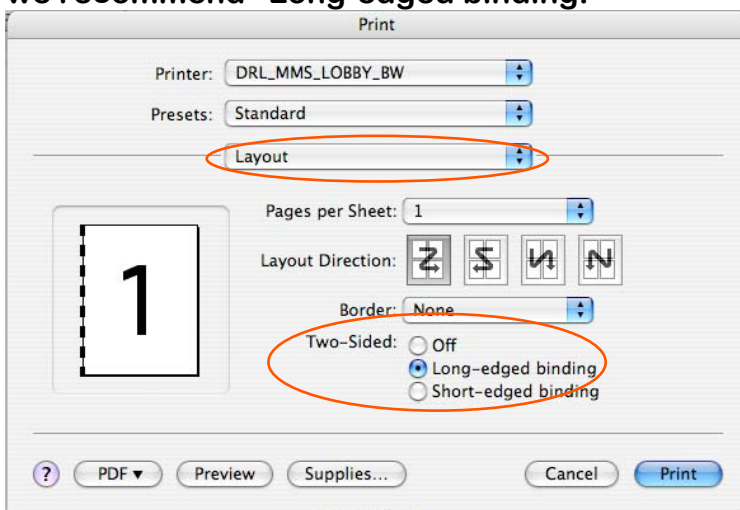
# 3. Set a name and password for your print job; specify how many copies to print

Enter your PennKey user name in the top box.  This will help you find your job when you go to the print release station; jobs will be listed alphabetically by the PennKey of people who have submitted jobs to that printer.

Then, enter a simple password that you'll use to release your job; enter it again to confirm that you've typed the password correctly.  Putting a password on your job means that no one else will be able to print out your work.
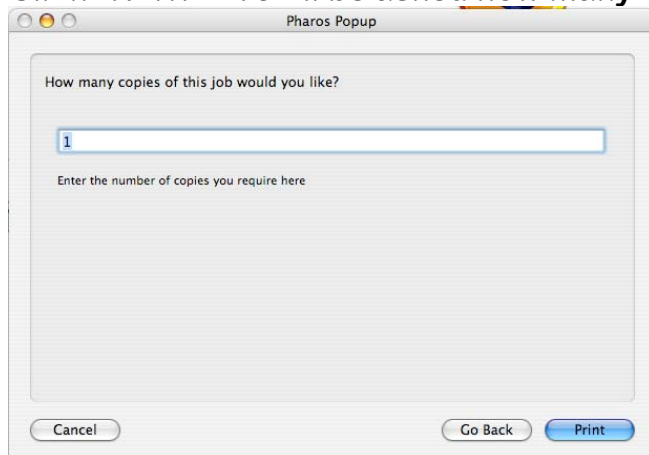
Finally, enter a name that will help you identify this specific job.



Click "NEXT"   You'll be asked how many copies you want to print



Click "PRINT" to send your job to the printer.

# 5. Go to the release station and collect your printout.

**Swipe your card at the release station; you'll see a screen which displays all jobs waiting to print. Find your job, click on the title and click the PRINT button. Your job will print out, and your PennCash account will be charged.**