1. Open up the document or web page that you want to print, and select "Print" from the file menu. In this example, we're printing Powerpoint slides

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2. The print dialog box opens. 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**



3. Select single-sided or double-sided printing.

After you've selected your printer, click the "PROPERTIES" button



In the Document Properties box, select the "FINISHING" tab. If you want to print on both side of the paper check the box for "Print on both sides." If you want to print on only one side of the paper, uncheck that box.

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0#	*	
Pages per sheet:		
Print page per sneet	*	
Page order:		
Right, then Down	~	
		 Onentation ⊙ Portrag ⊂ Lagdscape ⊂ Rotate by 180 degrees
		About Help

Click OK to close the Document Properties box.

4. 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.

Print Job Details	
Please enter your PennKey macderm username]
Please enter a name for your mktg 423 p	pt
Please enter a temporary password that you will use to retrieve your print job at the release station	Please DD NOT use your PennKey Password!
Pharos Systems	Next Cancel

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

Print Job Details	
How many copies of this job would .	you like? Enter the number of copies you require here
Pharos Systems	Previous Print Cancel

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. You'll be prompted to provide the password you set for the job. Your PennCash account will be charged, and your job will print.

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Job Name	Owner	∇ Date
€cell phone bills	efallon	10/13/2008 5:05
@tech docs	sabella	10/13/2008 5:04
psych paper Applete 422 ppt	albertm	10/13/2008 5:04
Balance Total \$18.77	Pri	nt Delete