

How to print from a workstation

Step 1

Select printer

Please select to print “Direct” to a B/W printer or to “Send to the Print Release Station (PRS)” by selecting the correct printer.

| Printer Name | Printer Action |
|------------------|-----------------------|
| N2201-Direct-BW1 | Print Direct to BW1 |
| N2201-Direct-BW2 | Print Direct to BW2 |
| N2201-PRS-BW | Send B/W job to PRS |
| N2201-PRS-Color | Send Color Job to PRS |

Step 2

Accept charges (Student)

1. Click on the ‘Print’ button to accept Transaction or ‘Cancel’ to deny.

Step 3

Accept (Guest)

When printing using another account (Guest User). Select “Perform print as user” and enter your P2P-Account information.

1. Click on the ‘Print’ button to accept Transaction or ‘Cancel’ to deny.

Note: A confirmation message appears in the task bar displaying the action you decided, if printing Direct it will display the Printer where your print job was sent.

