



Printing Instructions

At the PC:

- ◆ Click "File".
- ◆ In the file menu click "Print".
- ◆ Print screen comes up, select "PPP_AH", and then click "OK".
- ◆ The access screen then pops up asking for your "username/login id" and your "password for this print job".
- ◆ For the "username/login id" and your "password" you can choose whatever you want.
- ◆ Then click "OK" and the print job will be sent to the printer.

At the Print Release Station:

- ◆ When at the printer, you must swipe your *Pay Paw* card at the computer adjacent to the printer to see your print job.
- ◆ After the card has been swiped, a new screen appears. Your current *Pay Paw* balance is shown at the bottom of the screen.
- ◆ The new screen says: "This screen allows you to release print jobs to a printer. Select the job you wish to print and click the appropriate button below."
- ◆ Find your print job, which is identified by the username you chose, and click on it. The cost of the print job is shown on the screen.
- ◆ Once chosen, click "print" at the bottom right of the screen.
- ◆ After hitting print, a small access screen appears that says, "Please enter a password for the protected job named 'name of your print job', owned by 'your username'". After typing the password in the available blank, click "OK".
- ◆ Your job should be printing at the printer. Hit "Esc" to log out your account.

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Click on "On Line Card Office"