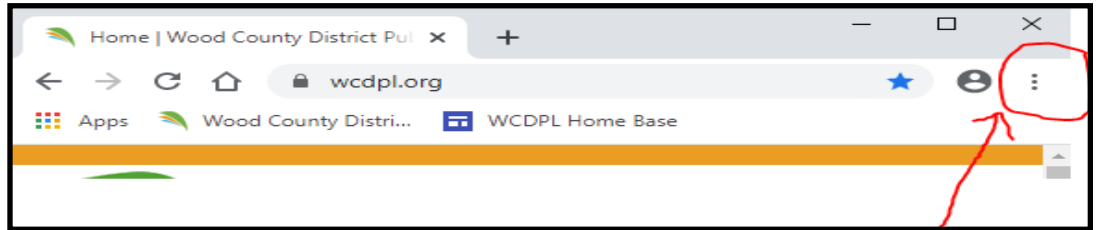




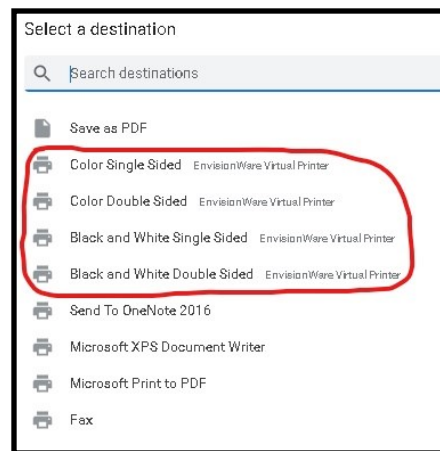
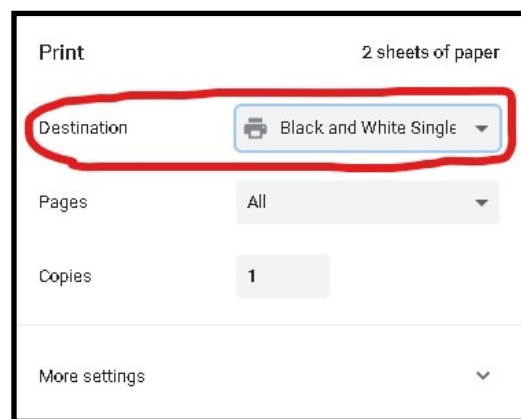
# Printing Instructions

1. Select PRINT from the appropriate menu. (Note: for many programs, this is under the FILE menu, or you can also look for a printer icon within the program. In Google Chrome, PRINT is under the 3 dots in the upper right corner.)



2. From the print screen that pops up, select any necessary options (ie: specific pages, number of copies, etc.).

**NOTE:** It will default to BLACK & WHITE SINGLE-SIDED. If you wish to print in color, click the box marked DESTINATION and then OTHER OPTIONS. Another box will pop up that allows you to choose COLOR SINGLE or COLOR DOUBLE-SIDED.



3. You will then be prompted to enter a RELEASE KEY. Enter something easy to remember, like your first name and click OK.



4. A box will then pop up about printing cost. Click OK. You will pay the following costs to the payment box at the Release Station:

**Black & White = 10 cents/side**

**Color = 25 cents/side**

5. The final box that comes up will be about where to send the print job. Just click OK and the job will be sent to all release stations. You will then enter the Release Key you created in STEP 3 above at one of these stations, put your payment in the box, and receive your print job.

