

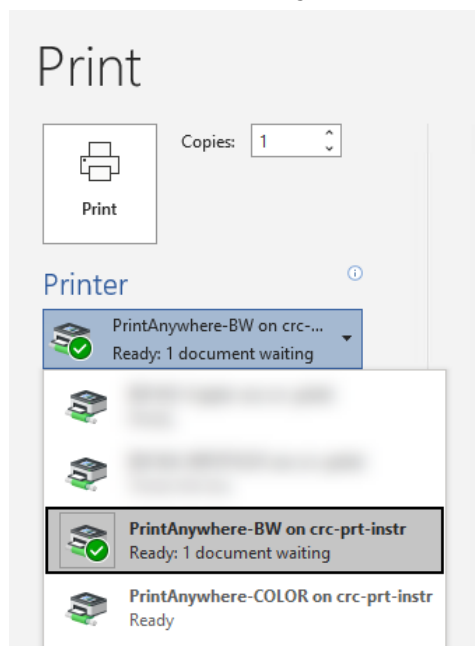


PaperCut Printing

Print Release Station


These instructions cover the process of retrieving a print job using a Print Release Station in various locations throughout Cosumnes River College and Elk Grove Center.

1. Submit a print job using one of the following methods:
 - a. [Web Print \(personal devices & Chromebooks\)](#)
 - b. **Print Menu** (classroom workstations)
 - i. Select **PrintAnywhere-BW** for standard prints (\$0.10 per page)
 - ii. Select **PrintAnywhere-COLOR** for color prints (\$0.55 per page)



Note: the specific look of the print menu will change depending on the application being used to perform the print operation.

2. Locate a Print Release Station in one of the campus computer labs or classrooms

 **Print Release Station**


**To begin, log in with your Los Rios W+ID and password...
Contact an Instruction Assistant if you need help**


Username



Password

Note: Print Release Stations capable of releasing to a COLOR printer will be clearly identified. All other **Print Release Stations** can only release to a B&W printer

3. Log in using your W+ID and Los Rios Password
4. Your print jobs are displayed alongside the cost for each job.


 **Print Release Station**

User:  Your balance: **\$27.65**

Time	User	Printer	Document	Pages	Cost	Action
15:39:48		PrintAnywhere-BW	Microsoft Word - Document1	1	\$0.00	<input type="button" value="Print"/> <input type="button" value="Cancel"/>
15:39:07		PrintAnywhere-BW	Home _ Cosumnes River College Employ...	4	\$0.00	<input type="button" value="Print"/> <input type="button" value="Cancel"/>

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5. Click **Print** next to each job you would like to release. From this screen you can also print all jobs, cancel individual jobs, or cancel all jobs. Jobs will automatically be removed from the queue after 8 hours.
6. Once you click Print, the line will display the destination printer for a few seconds

 Print Release Station

User: Your balance: **\$27.65**

Log out

Refresh

	Time	User	Printer	Document	Pages	Cost	Action
	15:39:48		Queueing on crc-prt-instr	BS153-HPM601...			
	15:39:07		PrintAnywhere-BW	Home _ Cosumnes River College Employ...	4	\$0.00	<div><div>Print</div><div>Cancel</div></div>