

# Student Printing Instructions

**NOTE:** You'll need your DolphinOne card or guest card.

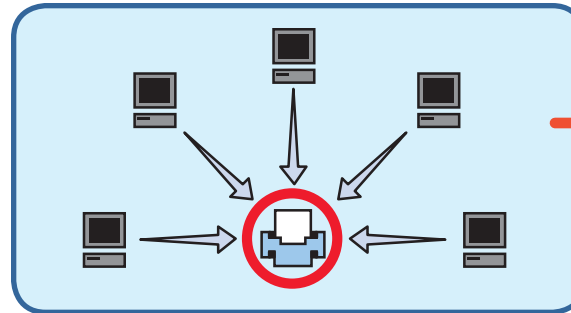
Guest cards can be purchased in the Library and the University Student Union at the DolphinOne Card Kiosks (DOCKs)

## COLOR PRINTING:

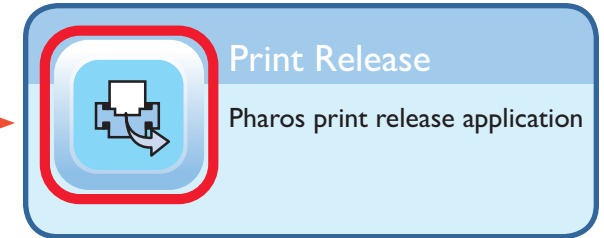
By default, all documents will print in black & white. Some printers can print color. *If you wish to print in color, please do the following from your computer:*

1. Open the document you wish to print.
2. Go to the **File** menu, choose **Print**.
3. Click the printer's **"Properties"** button
4. Go to the **"Color"** tab
5. **UNCHECK "Print in Grayscale"**
6. Click **OK** to save your new settings
7. Click **OK** to print.
8. Follow the remaining steps on this page at a color printer

**STEP 1:** Print to this printer from any computer in this lab.



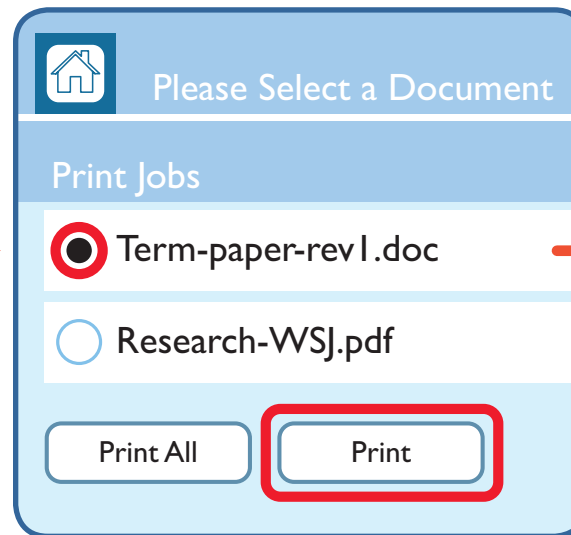
**STEP 2:** Press the **"Print Release"** button on the printer display



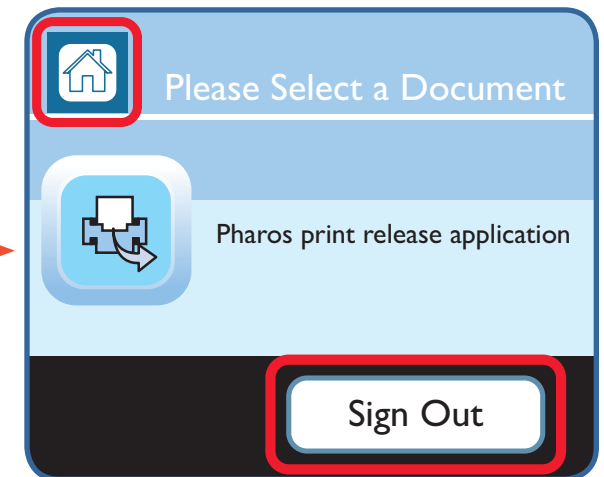
**STEP 3:** Swipe your **DolphinOne Card** or guest card.



**STEP 4:** Choose your print job on the display. Click **"Print"** to print one, or **"Print All"** to print all of your jobs.



**STEP 5:** Press the **"Home"** icon to return to the **"Print Release"** screen, and then press the **"Sign Out"** button.



**If you need help, please see the IT Help Desk or the Library Circulation Desk**