Important: Please log off of release stations and log off the desktops by double clicking this Icon **when finished.**

Library Workstations

Academic Building – 2nd Floor

Logging in to Desktop

Enter your username (full email address) and your email password

It will just take a few moments to prepare your desktop each time you log in.

Printing

Please do not print web pages directly from the web browser. Download or save the page from the browser to the desktop or thawed space, open the document, and then:

To Print Black/White (8 cents/page)
1. Go to File Print
2. Select **RicohPrinters**
3. Set print properties as needed
4. Click print
5. The print job will be held in a queue until you release it

To release submitted B&W print jobs in the lab:
　　Enter credentials at the printer
　　Follow prompts to release print job

To Print Color – from PC only **(25 cents/page)**
1. Go to File Print
2. Select **Library Color Printer**
3. Set the print properties as needed, make sure Color is selected
4. Click print
5. The print job will be printed to the color printer in the Library

If you submitted a print job and change your mind, just ignore it at the print queue. It will disappear after 3 days. You are not charged until the pages print. If you want to clear it right away, select "cancel" while logged into the queue.