

HOW TO USE THE PRINT STATION



PRINTING

Step 1: Click Print from your document on Library's computer

Step 2: Enter your user name/ID to send the print job

Step 3: Tap your card on the Reader

Step 4: Enter your PUK and tap on the Reader again

[skip this step if you've entered the PUK once]

Step 5: Choose Pull Print

Step 6: Select a print job

Step 7: Select Print

1. Respect the copyright and intellectual property laws.
2. Only Printing, Copying, Scanning your own materials accepted here.
3. Contact our staff at Information Desk if you intend to make any copies of the Library's materials.
4. You have received PUK code in your TDTU email, please check the email first to get the PUK code. If you aren't able to find it, contact our staff at Information Desk.

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Step 1

Print

Copies: 1

Printer
PRINTER LIBRARY
Ready
Printer Properties

Settings

- Print All Pages
The whole thing
- Pages: []
- Print One Sided
Only print on one side of th...
- Collated
1,2,3 1,2,3 1,2,3
- Portrait Orientation
- Letter
8,5" x 11"
- Custom Margins
- 1 Page Per Sheet

Page Setup

The number of copies you want to print

Print the entire document/
A portion of the document

One side/ Two sides

Collated/ Uncollated copies

Paper orientation

Paper size

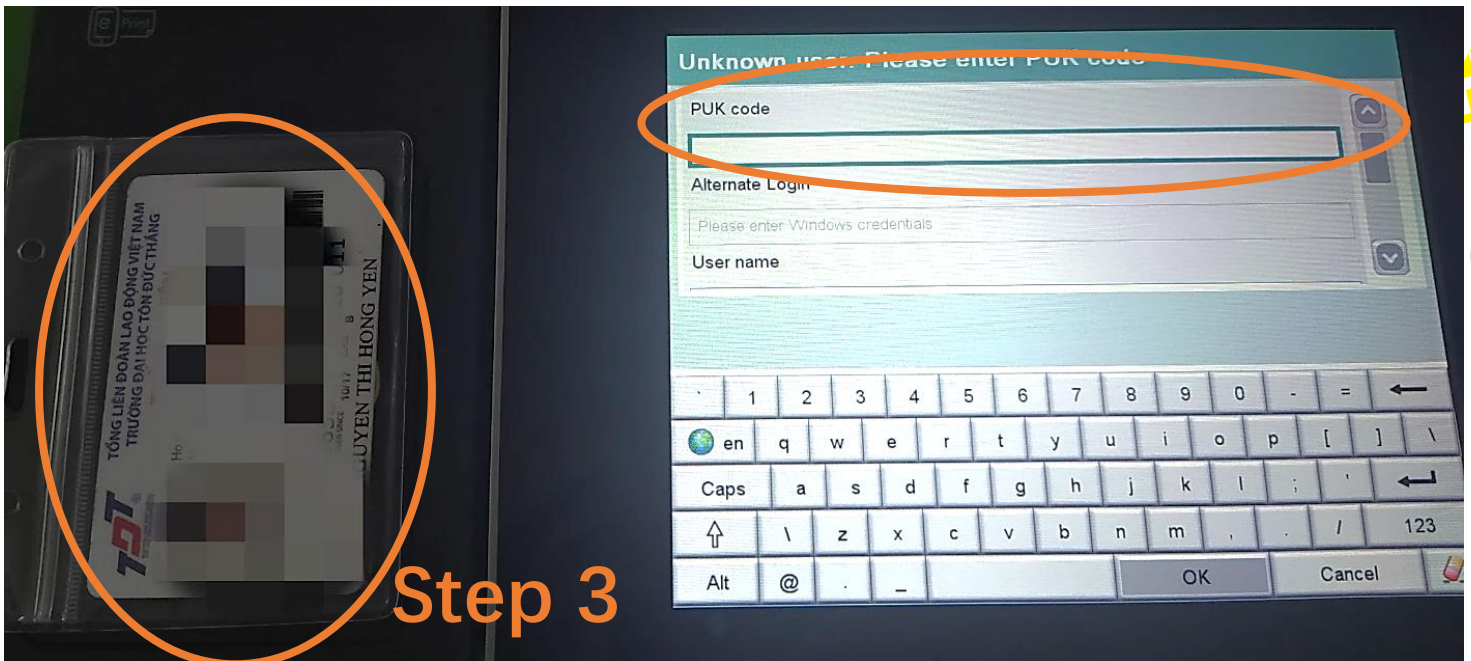
Paper margin

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Step 2

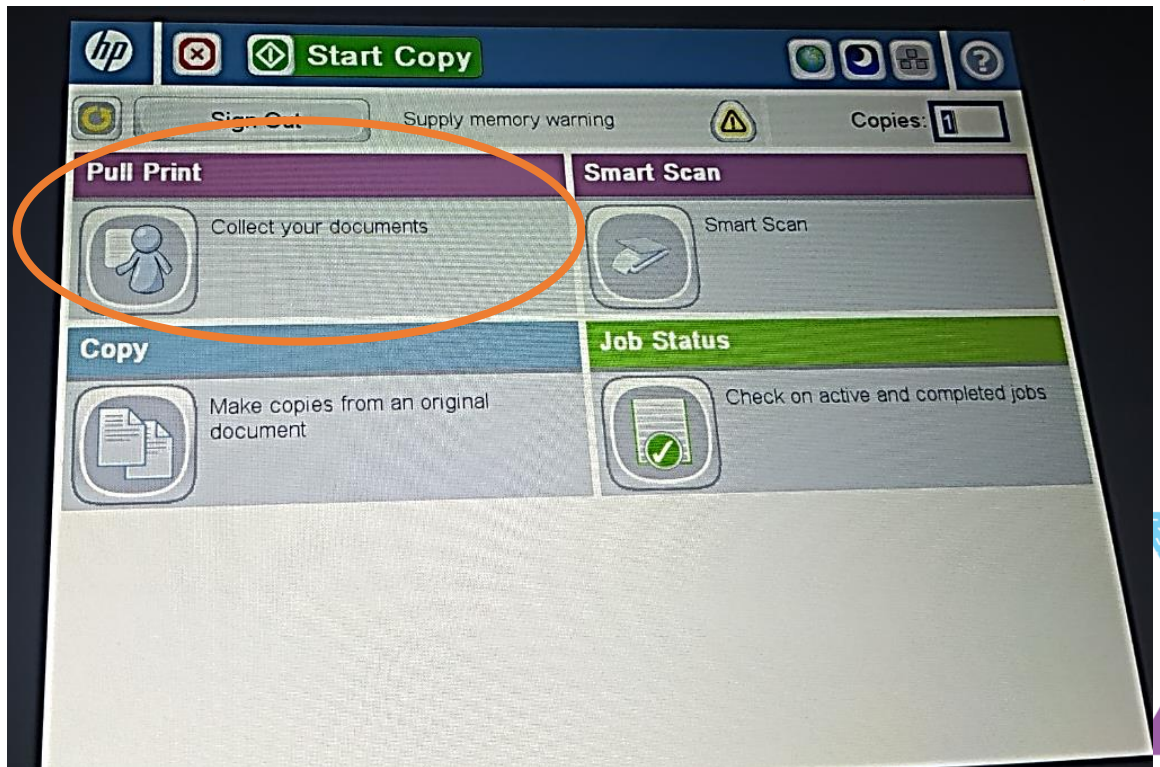
Step 4



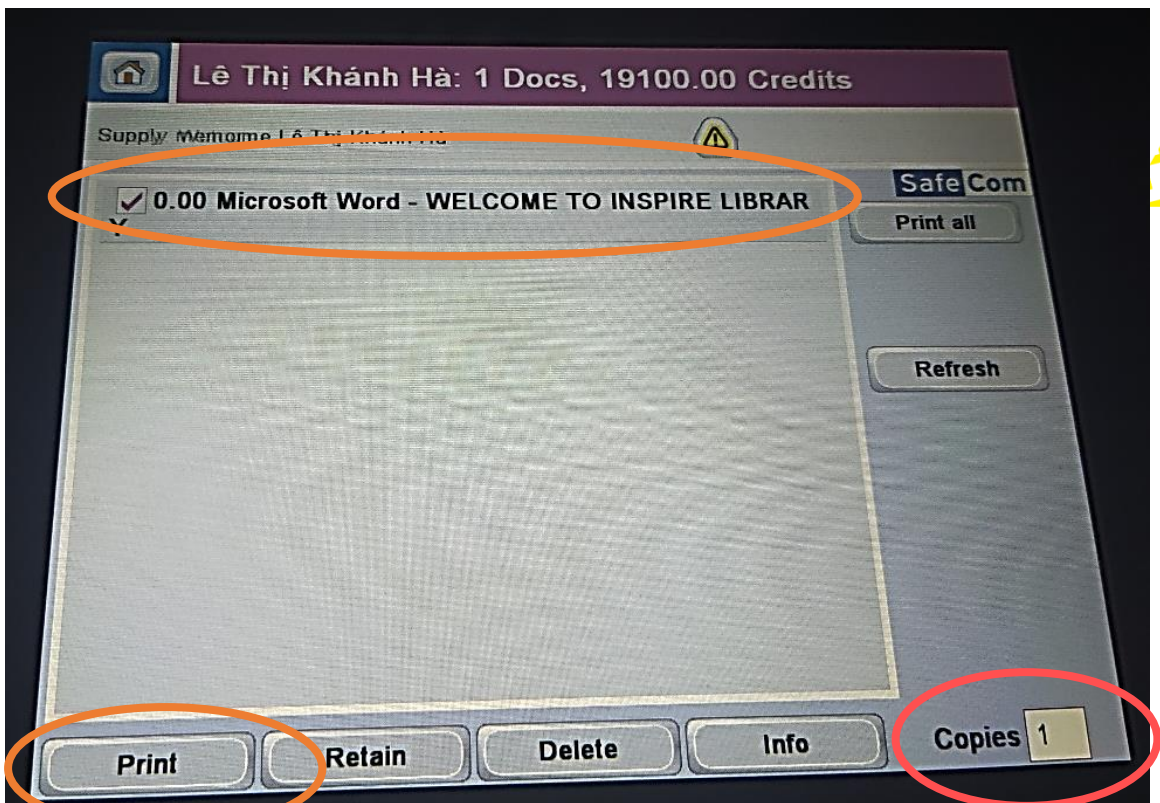
Step 3

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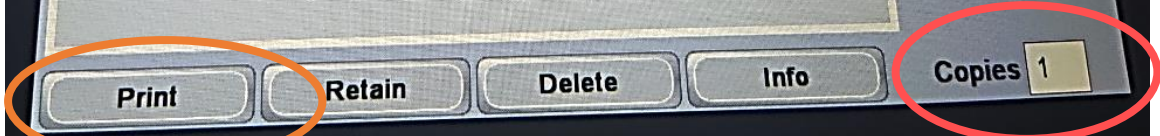
Step 5



Step 6



Step 7



Set how many copies printed
(if you haven't set on your file)



PRINTING COMPLETED