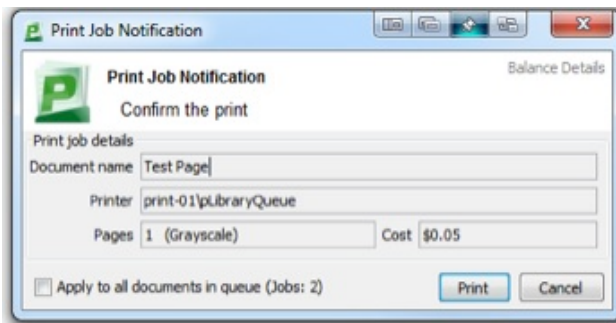


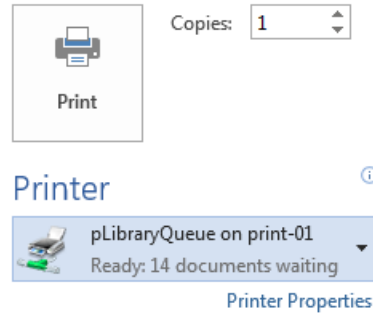
Working with Print Release stations in the Library

When you go to print, you should see only one print queue available: pLibraryQueue

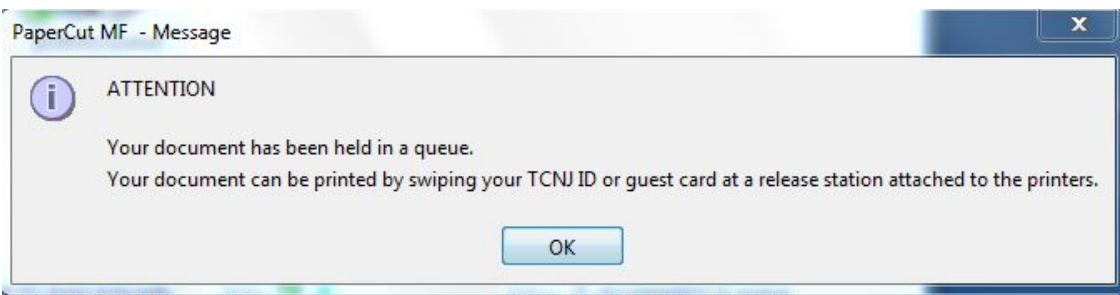
After you send your document to the print queue, you will get a Print Job Notification pop up requesting you to confirm that you want to print and pay for this document.



Print



Click Print, in this window and your document will be sent to pLibraryQueue. After you confirm, you will get a notification that your document is being held in the print queue for you to release.



To Print your document from the queue, walk up to any printer with a NetZTouch Panel. If you have your TCNJ ID, swipe your ID with the strip in the direction shown in the picture.



Your TCNJ ID information links you to your account and the NetZTouch will display the print jobs you have pending in the pLibraryQueue.

On the touch panel screen, touch the document you want to print (it will turn bright green), then touch the button in the lower left that says Print Job. If you want to print and pay for all pending print jobs, touch Print All.

Use Copier **Jobs Pending** Exit

teststud Balance: \$-0.10 Job Count: 7

Document Name	Pages	Job Cost	Time
Microsoft Word - Document1	1	\$0.05	15:38:44
Microsoft Word - Document1	1	\$0.05	15:38:38
Microsoft Word - Document1	1	\$0.05	15:38:26
Microsoft Word - Document1	1	\$0.05	15:38:16
Microsoft Word - Document1	1	\$0.05	15:38:03

DOWN Page: 1 of 2 Cost: \$ 0.25

Print Job Print All Cancel Job Cancel ALL

Once you are finished printing, touch Exit in the upper right.

If you do not have your TCNJ ID with you, you can still release your pending print jobs. Touch the button that says Login. You will be presented with an on-screen keyboard. Type in your username and touch Enter (for ease of use, use all lower case for the username). Type in your password (case sensitive) and touch Enter.

Authentication

User Name testuser

Enter User Name

EXIT ←

q w e r t y u i o p

a s d f g h j k l ;

z x c v b n m , . /

123!@# space ~\? Enter

Once you log in, releasing the pending print jobs is the same as in the instructions above.