PRINT SENSE WEB PRINT DIRECTIONS

SUBMITTING THE PRINT JOB FROM YOUR LAPTOP

Log into Print Sense Web Printing (http://printsense.tcnj.edu/user) using your TCNJ Username and Password (credentials).

Click “Web Print” from the menu on the left.

Click “Submit a Job”
Select Printer Name “pLibrarySingleSided (virtual)” for single sided printing or "pLibraryDoubleSided (virtual)" for double sided printing. Then click "Print Options and Account Selection".

Enter the number of copies then click "Upload Documents"

Select “Upload from Computer” or drag the file to the designated area on the screen. Select “Upload & Complete”
Web Print will process the print job, showing a status of “Submitting”, then, “Rendering job ....” and finally, the number of pages, cost and “Held in a queue” when the job is fully uploaded.

Select “Log Out” to exit Print Sense Web Printing. Go to any printer in the library to get your printout.

**RELEASING THE PRINT JOB AT A LIBRARY PRINTER**

To release your print job, swipe your TCNJ ID Card or enter your TCNJ Username and Password at any of the 15 Print Release Stations (NetZTouch pads) adjacent to printers in the Library.

Library Print Release Station (NetZTouch pads):

Your TCNJ ID information links you to your account and the NetZTouch will display the print job(s) 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.
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 on the NEtZTouch that says Login. You will be presented with an on-screen keyboard (below). 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.

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