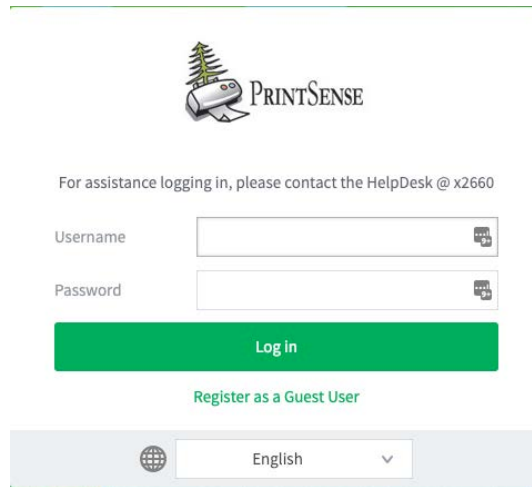


PRINT SENSE WEB PRINT DIRECTIONS

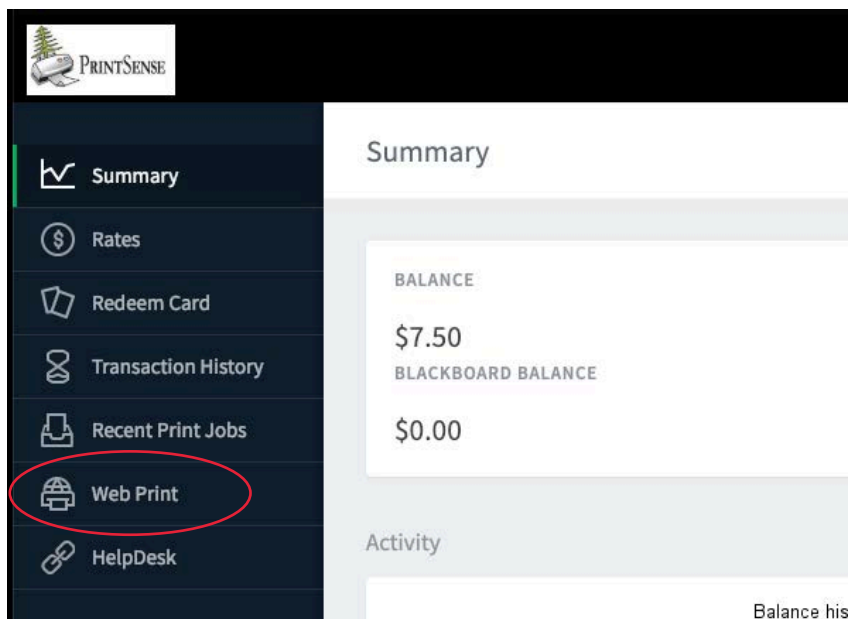
SUBMITTING THE PRINT JOB FROM YOUR LAPTOP

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



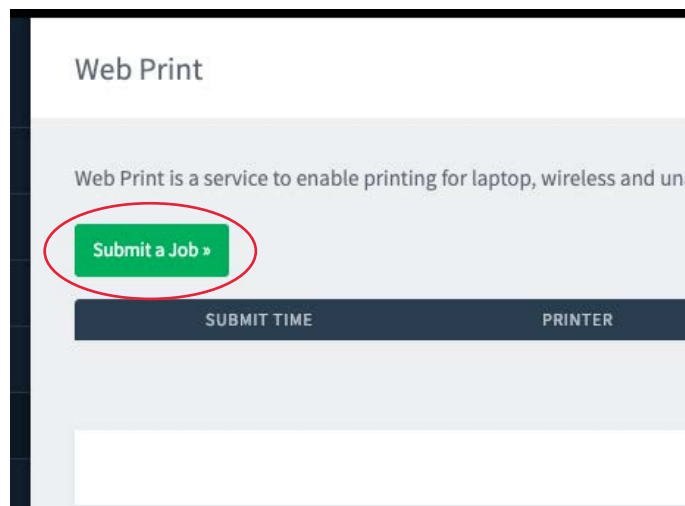
The image shows the Print Sense login page. At the top is the Print Sense logo, which includes a tree icon and the text 'PRINTSENSE'. Below the logo is a message: 'For assistance logging in, please contact the HelpDesk @ x2660'. There are two input fields: 'Username' and 'Password', each with a small eye icon to toggle visibility. A green 'Log in' button is positioned below the password field. Below the button is a link that says 'Register as a Guest User'. At the bottom of the page, there is a language selection dropdown menu currently set to 'English'.

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



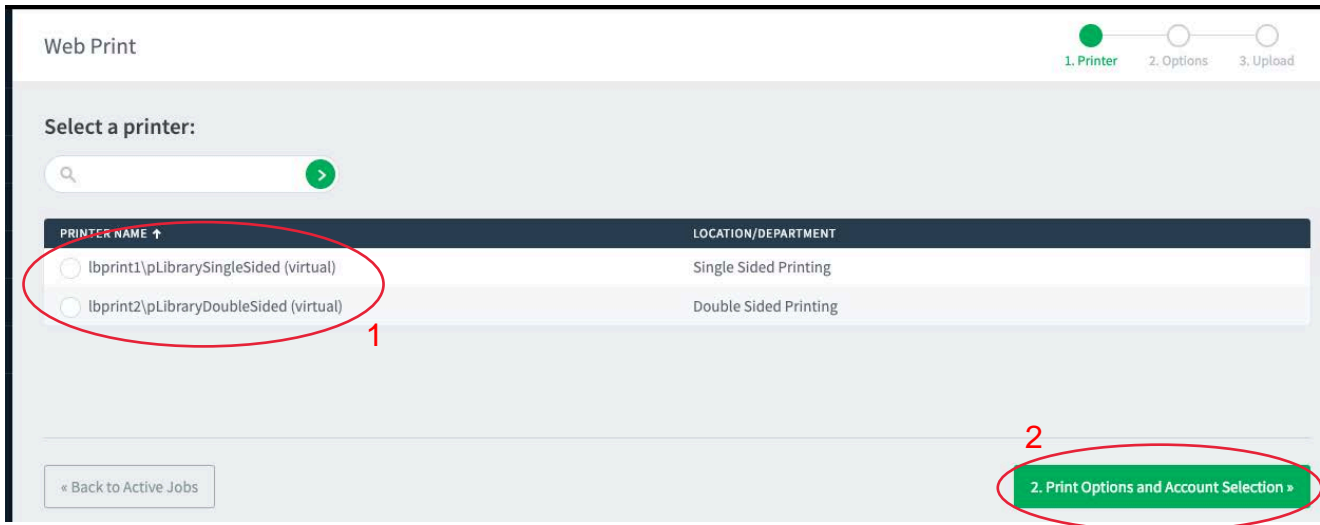
The image shows the Print Sense dashboard. On the left is a dark sidebar menu with several options: 'Summary', 'Rates', 'Redeem Card', 'Transaction History', 'Recent Print Jobs', 'Web Print', and 'HelpDesk'. The 'Web Print' option is circled in red. The main content area is titled 'Summary' and displays two balance items: 'BALANCE' with a value of '\$7.50' and 'BLACKBOARD BALANCE' with a value of '\$0.00'. Below this is an 'Activity' section. At the bottom right of the page, the text 'Balance his' is partially visible.

Click “Submit a Job”

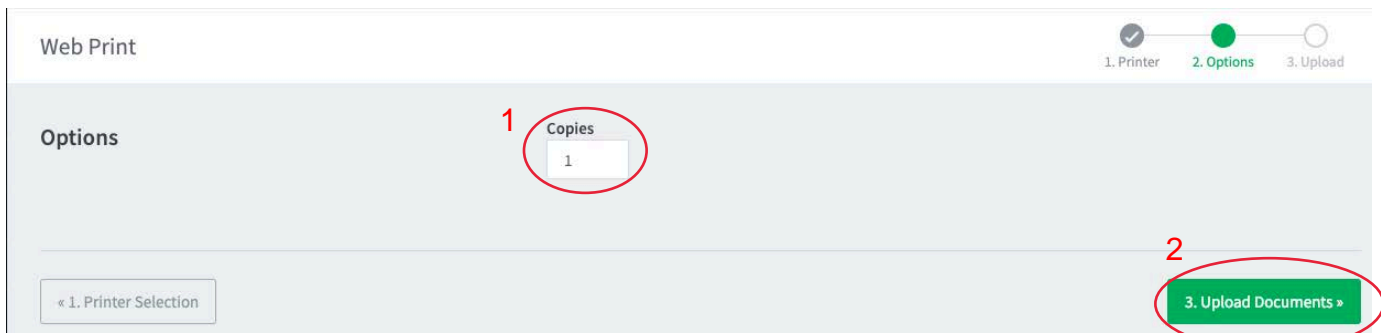


The image shows the 'Web Print' page. At the top is the title 'Web Print'. Below it is a paragraph of text: 'Web Print is a service to enable printing for laptop, wireless and una'. A green button with the text 'Submit a Job »' is circled in red. Below the button is a table header with two columns: 'SUBMIT TIME' and 'PRINTER'. The table body is currently empty.

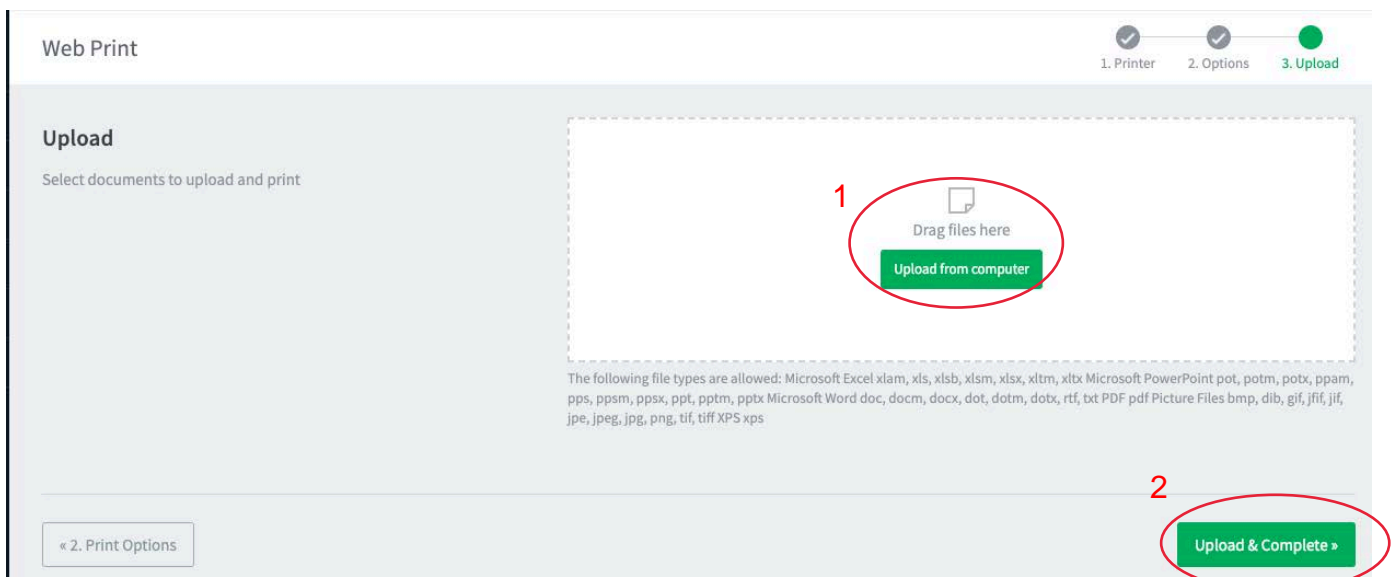
Select Printer Name “pLibrarySingleSided (virtual)” for single sided printing or “pLibraryDoubleSided (virtual)” for double sided printing. Then click "Print Options and Account Selection".



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.

✔ Your document was successfully submitted. See the table below to track its status.

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jan 22, 2019 11:09:13 AM	lbprint1\pLibrarySingleSided	680-001_ABC.pdf			Rendering job ...

Jan 22, 2019 11:09:13 AM	lbprint1\pLibrarySingleSided	680-001_ABC.pdf	4	\$0.20	Held in a queue
--------------------------	------------------------------	-----------------	---	--------	-----------------

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

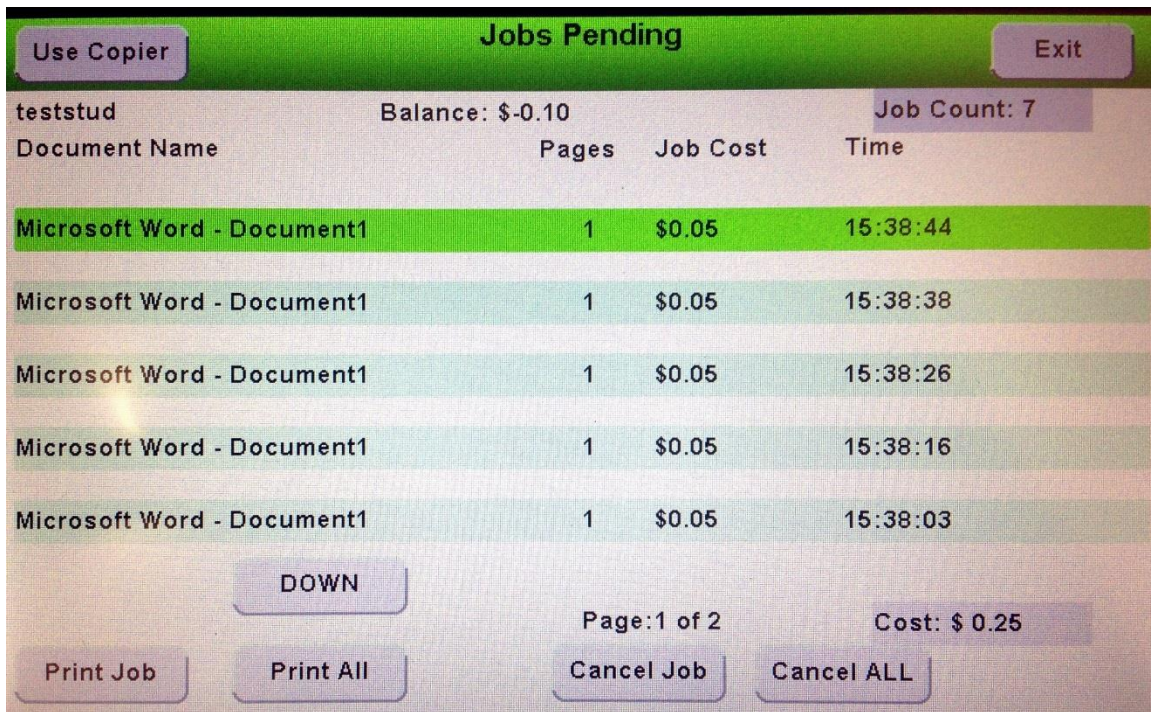
To release your print job, swipe your TCNJ ID Card or enter your TCNJ Username and Password at any of the 15 Print Release Stations (NetZTouch pads) adjacent to printers in the Library.

Library Print Release Station (NetZTouch pads):



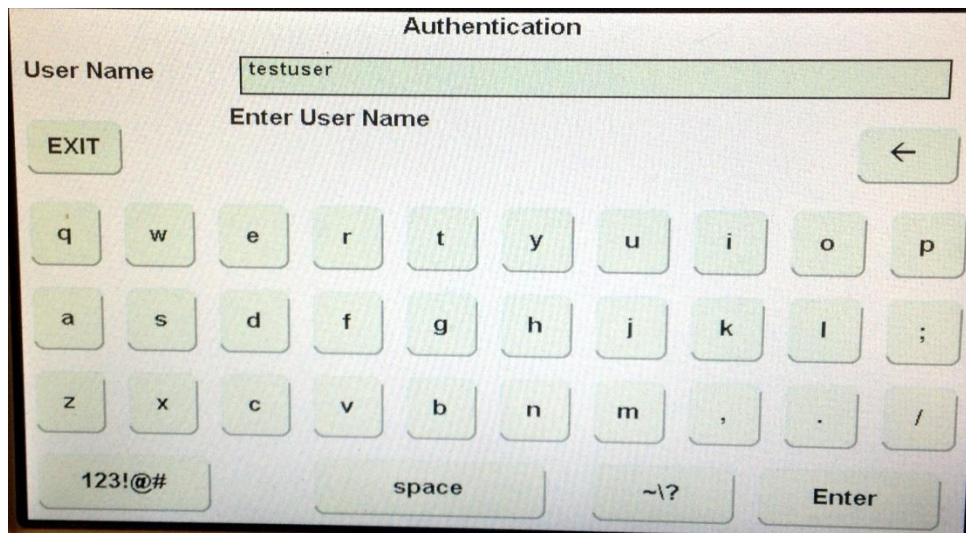
Your TCNJ ID information links you to your account and the NetZTouch will display the print job(s) you have pending in the pLibraryQueue.

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.