

Procedure Print Job Releasing for Patrons

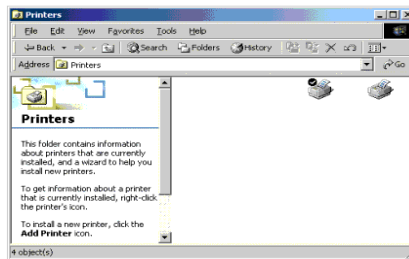
Revised July 28, 2003

1. When a patron wants their print job, double-click on folder called Print Manager on any circulation desktop – it looks like this:

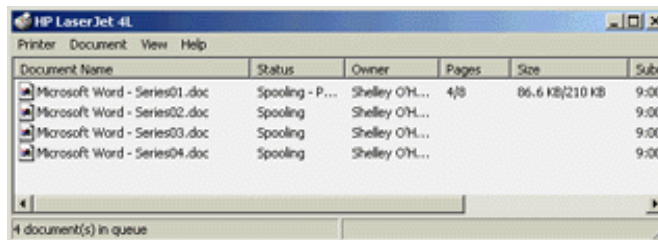


Print Manager

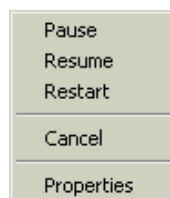
2. A window will open showing our two patron printers – on the Circulation Desk monitors, they are labeled *Black Type* and *Color Printer* respectively.



3. Select either the black-ink printer or color patron printer by double-clicking on it. Each print job will show # of pages as well as login name.



4. Tell patron the cost and take payment before releasing. Check to be sure that the patron was sitting at the computer number showing in the display – computer monitors are labeled with user names (enduser11, enduser3, etc.) .
5. Release jobs by right-clicking on the job line and selecting *resume* (second choice on the menu) – job will now print.



6. When job is completed, status will show PRINTED – cancel to clear from window.
7. When library closes, clear all unclaimed jobs by canceling all print jobs for all printers.