

MINT Printing from Print Prep Station



Before printing, check your Wiscard Balance to make sure you have enough funds to print

1. Begin at Printing Guide

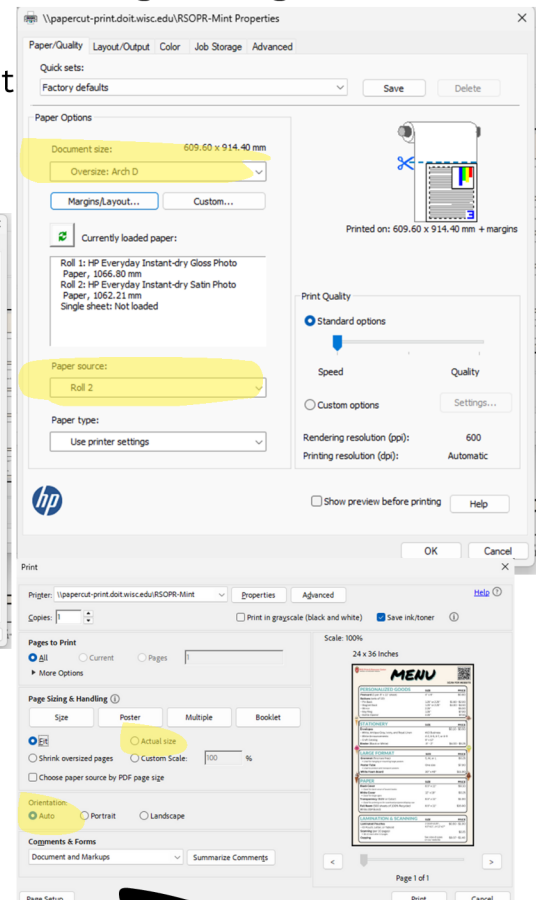
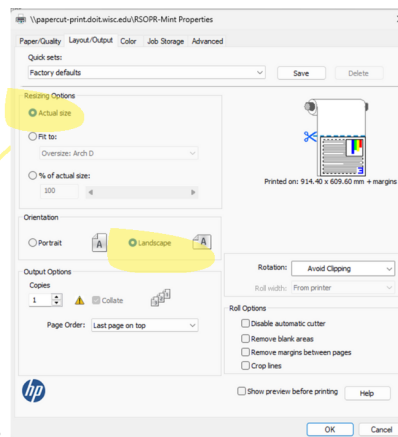
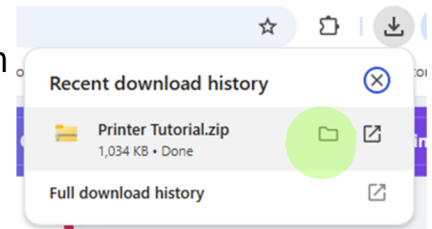
- Look at guide to identify which printer has the functions and type of paper you need.

2. Print Prep Station

- Login to the desktop at the Print Prep Station with your NetID and Password
- Open the file you want to print
- Download your file as a PDF
- Access recent download history, and click the file icon next to the document you want to print
- Once in downloads, double-click the desired document to open with “Adobe Acrobat”
- Once in Adobe, you will need to login with your NetID and Password
- Click “Menu” in top left corner and then “Print”
- Select the printer name (**MINT**) you want to print your file from
- **To indicate your desired paper size and change the following settings:**
 - **Select “Properties”.**

In the **“Paper/Quality”** tab, verify the **“Document Size”** is correct and **select the paper type you want in the “Paper Source”**

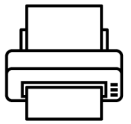
- Roll 1 is “Full Gloss”
- Roll 2 is “Semi-Gloss”
- In the **“Layout/Output”** tab, **Select the “Actual Size”** and **“Landscape”** if the poster is **less than 42" wide**.
- Select the following from main print dialog box
 - **“Save ink/toner”**
 - **“Actual Size”** under **“Sizing”**
 - If text or design elements are really close to the edge you may want to select “Fit” instead
 - **“Auto”** under **“Orientation”**



RSO Print & Resource Center
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➔ **FLIP PAGE**

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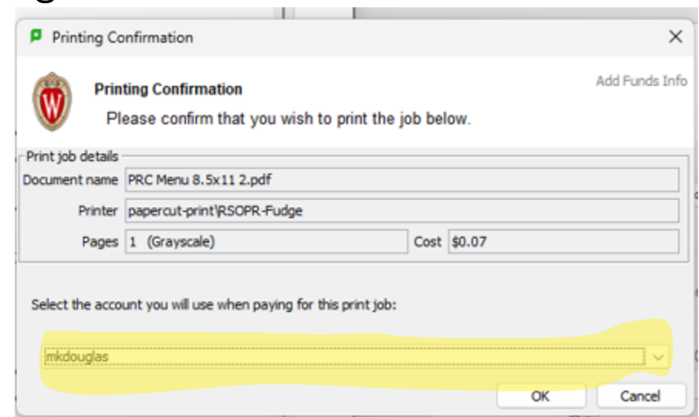


When everything is correct, select OK

Note page sizing and heading in the main print page.

- **Choose actual size** to print to exact document measurements.
- **Choose fit to page** to resize the document to fit the entire page. You can also customize it to set specific dimensions.
- Once everything is correct, select “Print”
- A popup will appear to confirm your printing job.

If you are a part of a department or student organization, check the dropdown at the bottom. Select if you want to pay from your personal wiscard account or the department/organization account.



- Select OK after you choose the correct account to ensure the print job gets sent to the pay station
- **Press “Request Assistance” button** on wood table by the “Print Prep Stations to ask for assistance if you are unsure of any setting
- Go to the Print Release Station (3).

3. Print Release Station

- Once you have sent items you want to print from the Print Prep Station, you will print at the Print Release Station.
- Login using your NetID and Password or with your Print Card Number and PIN. *Enter the same credentials you used when you selected the payment method.*
- Once you are logged in, you will see a screen with the items you want to print.
- Check that it lists the correct user, printer, and document
- If everything is correct, click “Print” under Action
- The account will be charged and your file will print at the chosen printer.

