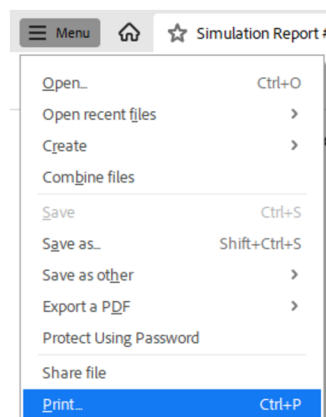
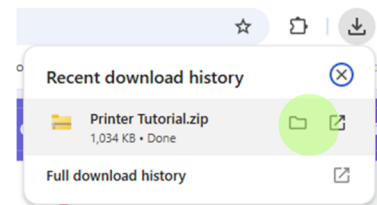


Oreo/Sundae Printing

1. Login to the desktop at the Print Prep Station with your **NetID** and **Password**
2. Open the file you want to print
3. Download your file as a **PDF**
4. Access recent download history, and click the **file icon** next to the document you want to print.
5. Once in downloads, double-click the desired document to **open with “Adobe Acrobat”**
6. Once in Adobe, you will need to login with your NetID and Password
7. Click **“Menu”** in top left corner and then **“Print”**. ➔



8. Select the printer name you want to print your file from. See “Printer Guide” on wall for reference.

9. To change desired print settings, select **“Properties”**.

a. Change the **document size** to match the size of the paper you want.

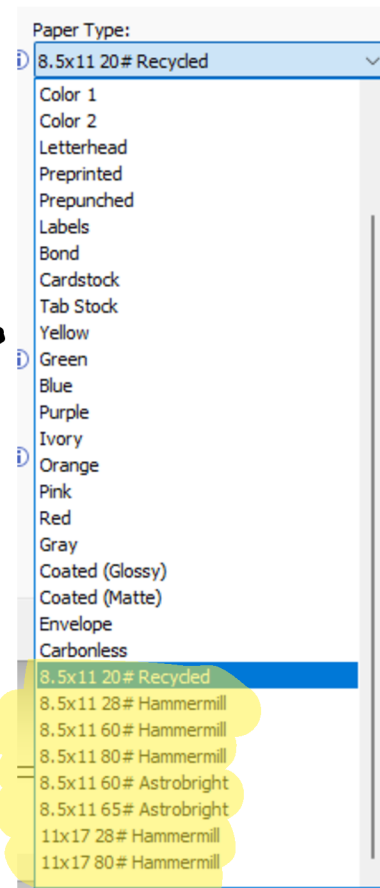
IMPORTANT: if these sizes do not match, the printer will charge you and the error light will flash. Please ask staff to assist you if this happens during staffed hours

b. Change **the paper type** to one of the paper offerings from the highlighted list. ➔

c. Select **1 or 2-sided**. If **2-sided**: Choose **long edge** if you want to flip pages side-to-side like a book. Choose **short edge** if you want to flip pages top-to-bottom like a calendar.

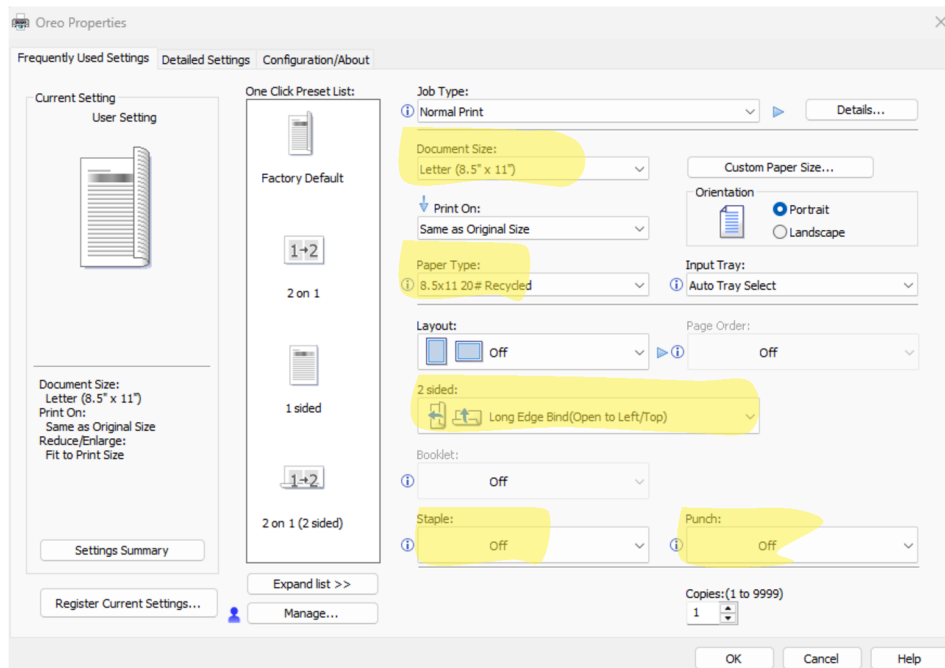
i. **Booklet settings** are only enabled when **2-sided printing is OFF**. To set up printing a booklet, select **“Magazine”** from Booklet setting and **“2 at Center”** from Staple setting.

d. Select **“Stapling”** or **“Punching”** to specify type of stapling or punching preferred.

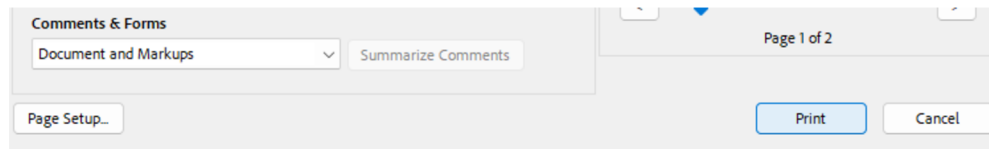


Oreo/Sundae Printing

10. Click OK when done with Properties dialog box (this will not print yet). The image below highlights all of the sections that should be set to their desired setting.



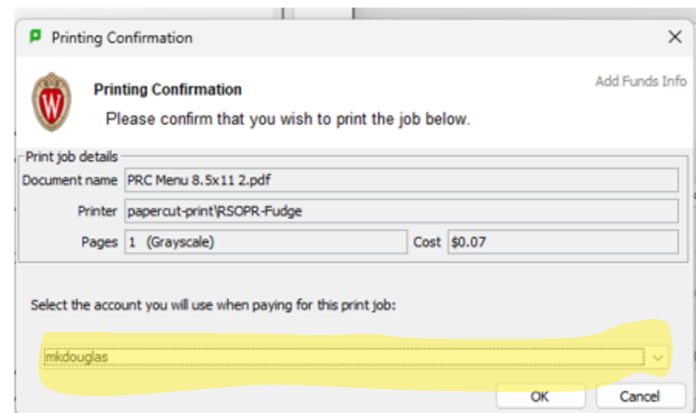
11. Once returned to the Main dialog box, note page sizing and heading in the main print page.
a. **Choose actual size** to print to exact document measurements OR **Choose fit to page** to resize the document to fit the entire page. You can also customize it to set specific dimensions.
12. Once everything is correct and you are ready to print, select **“Print”**.



13. A popup will appear to confirm your printing job.

****To pay with print card if you are a part of a department or student organization, click on the dropdown at the bottom and select the department/organization account.****

14. Select **OK** after you choose the correct account to ensure the print job gets sent



Sign out of the computer and head to the Print Release Station. Log in with your NetID & Password or Departmental Print Card and PIN# to release (print) your print job.



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