Oreo/ Sundae Printing from Print Prep Station

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

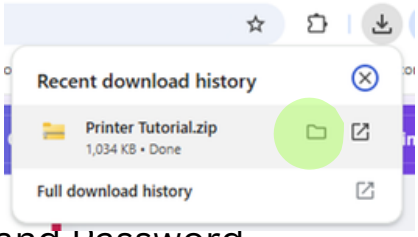
1. Begin at Printing Guide

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

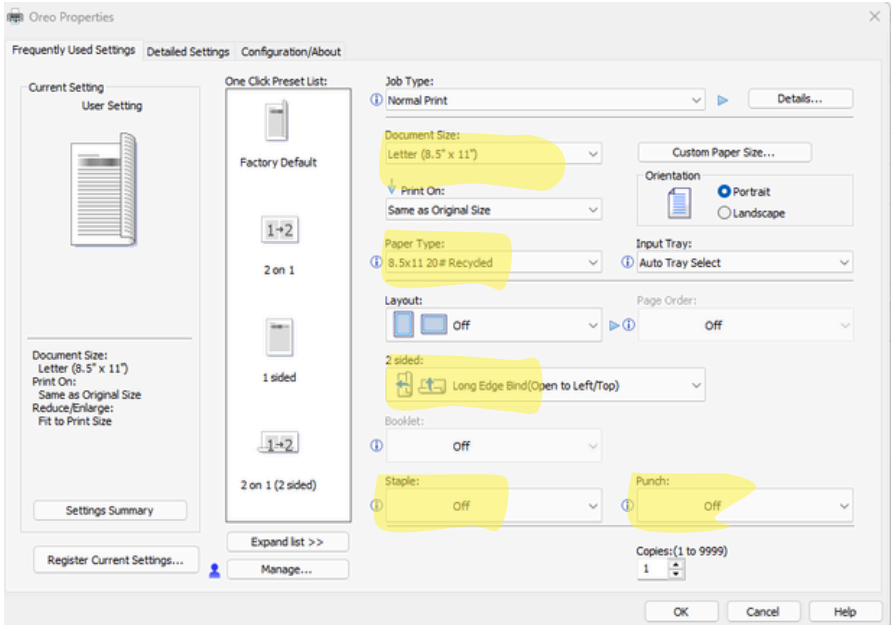
Video Tutorial

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 you want to print your file from
- **To indicate your desired paper size, you need to change two settings:**
  - **To change settings, select “Properties”.**
  - **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*
  - **Change the paper type.**
    - The list is much longer than our actual paper offerings, so make sure you choose the correct one (See list on next page)



- **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.

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

RSO Print & Resource Center
UNIVERSITY OF WISCONSIN-MADISON

FLIP PAGE

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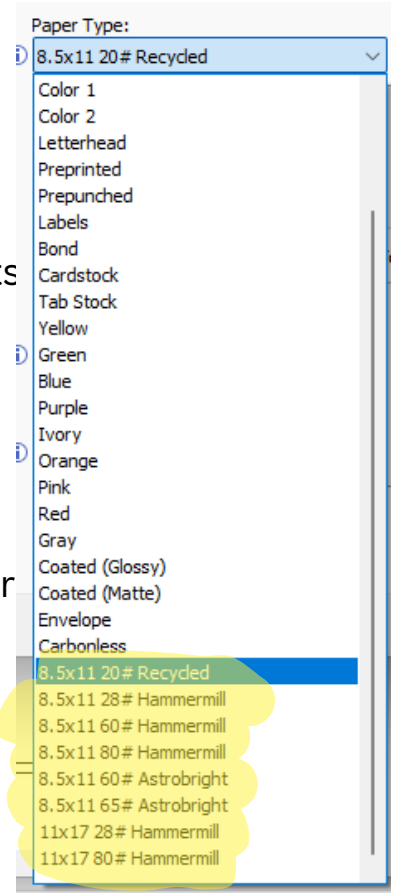
Booklet settings are only enabled when printing 2-sided is OFF

- Select “Magazine” from Booklet setting and
- “2 at Center” from Staple setting.

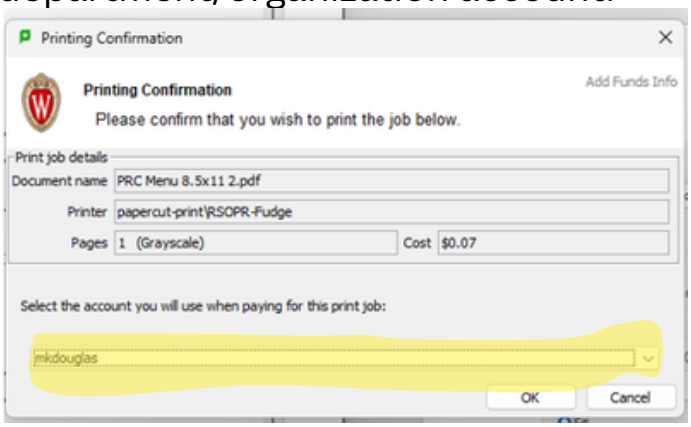
When everything is correct, select OK

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 account or the department/organization account.



- Select OK after you choose the correct account to ensure the print job gets sent
- Head to the Print Release Station.

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 if that’s what you used when you set up the printer on your device)
- 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.