

# Printing in the MSL Computer Lab



## SETTING UP YOUR ACCOUNT



- Create an account by logging on to the Print Release Station located in the Computer Lab
- Add credit to your ID at the Accounts Unit

## CREATING A PRINT JOB



- Log on to a computer in the Computer Lab
- Send a print job to one of the printers
- Confirm your print job by re-entering your username and password
- Lock your PC (CTRL+ALT+DELETE and remember your password)

## COLLECT YOUR PRINT JOB



- Go to the Print Release station and log on
- Click on Print a Document, select a document and print
- Collect your print-out from the printer

**If you are a new user Complete Steps 1&2  
Once your account is in credit follow steps 1-3**

# **PRINTING**

## **Printing in the Lab --access**

Students print directly from the network computers using the Pharos system or via the online print facility (see MSL website)

Students pay online or while on site, present the UWI ID to the Accounts Unit to pay for access to Pharos printing. This service is not available outside these hours nor during weekends. Users are advised to secure their user name and password.

When a student logs in, the balance shows on the screen.

## **Printing in the Lab -- guidelines**

Identify the pages to be printed. Go to FILE then select PRINT.

When the print menu box appears, check the number of pages to be printed, to ensure there are sufficient units on the card to complete the print job.

If there are not enough units on the print card, the card will indicate. The print-job billing box will appear.

Enter your Username and Password from the printing voucher, and then press PRINT IT button to start the printing process.

A message box indicating your print balance will appear when printing is completed