



SAINT.PETER'S COLLEGE
EDUCATION. ONE STUDENT AT A TIME.

SPC Green Printing Initiative

In an effort to reduce paper consumption across the campus, ITS has implemented a new printing procedure that will monitor printing consumption in 5 locations on campus: Loyola Hall, Pope Hall, Call Center, Library and Dineen Rm 333. This system is easy to use. Just follow the instructions below:

Quick Start Guide:

1. Press "Print" in the usual way to print your document.
2. Swipe your OneCard at the Release Station.



3. Select the document you want to print.

Documents waiting

Exit

Owner	Document Name	Time
	Test Page	4:08 pm

3. Select your Document

Pages: 1Cost: \$0.00

User BalancePrint

4. Press Print on the Release Station.

Documents waiting

Exit

Owner	Document Name	Time
mcris ...	Test Page	4:08 pm

4. Select Print

Pages: 1Cost: \$0.00

User BalancePrint

5. Your document will now print.

Tips:

- You can view your balance at any Release Station. Simply swipe your card and press User Balance. This will show your Free Print balance and Flex Dollar balance.
- Once you send your job, you can pick it up in any of the 5 Pharos locations.
- If you're experiencing any difficulty or have any questions, please contact the Helpdesk, Loyola Lower Level, or an on-location lab monitor.



SAINT.PETER'S
COLLEGE

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