



Printing is as easy as 1-2-3!



Bring your MHC Card or Vendcard

- Be sure to bring your MHC card with you to access printing on the LITS printers.
- If you don't have an MHC card – you may purchase a printing / photocopying card in the vending machine located by the Circulation Desk on Level 2 – Williston Library.
- Costs are: .05 / page black and white;.75 / page color



Note the Workstation Name / ID

- Each computer will be **labeled** with an easy-to-remember, unique name.
- Because we do not currently require patrons to 'sign in' when they use our computer labs, this station name will be used to identify YOUR print jobs when you visit the Release Station to collect your printouts.
- You can print more than one document – but remember **PRINT JOBS THAT GO UNCLAIMED FOR 3 HOURS WILL DISAPPEAR FROM THE PRINT JOB LIST.**



Visit the Release Station nearest the printer you selected.

- Located near each printer or cluster of printers using the print management system will be a computer terminal and card reader. These systems will 'release' your printouts to the printers once you have swiped your card.
- When you are ready to retrieve your printouts, simply visit the release station closest to the printer you selected when you printed your documents.
- Use the mouse to select the print job(s) you wish to print.
- **NOTE THE NUMBER OF PAGES!** Please verify that the print job(s) you have selected will produce the number of pages you expect! Many times, we mean to print one page and send 20 pages or more to the printer by mistake. This will impact your printing allowance when we begin charging per page.
- Swipe your card
- Click the "Print" button
- Retrieve your printouts!

If you **DO** have trouble – please ask any student lab consultant on duty to assist you. You may also email print-mgt@mtholyoke.edu with any questions or concerns.