

How to Use Uniprint

1. Make sure you have money deposited onto your student ID. If you do not have money deposited onto your student ID, please consult the instructions on how to do this.
2. In the application from which you want to print, select "print preview" under the file menu.
3. Review your document carefully.
4. Hit the "CLOSE" button in the toolbar above the document.
5. Make any necessary changes to your document, and eliminate any blank pages to prevent needless charges.
6. In the application from which you want to print, select "print" under the file menu.
7. A dialogue box will appear, from the drop-down menu, select the printer of the facility in which you are working. (You are able to print to any Information Technology facility from any machine; therefore, it is important to direct your printouts to the proper location.)
8. Documents are printed from central, self-operated print stations that are located in each of the Information Technology facilities.
9. Swipe your student ID in the keyboard of the print station.
10. Print outs are arranged in the order in which they are received. The most recent jobs are located at the top of the screen.
11. If you are printing multiple documents over a period of a few hours, it may be beneficial to rearrange the sorting of the documents by selecting the owner tab at the top of the screen. This option will sort all printouts alphabetically by the username.
12. You may select multiple printouts by holding down the "Ctrl" key and using the mouse to select the printouts you need. This will allow you to send all of your printouts at once, and save you time.
13. Once your printout(s) have been selected and highlighted on the screen, use the mouse to click the "Print" button located at the bottom of the screen. You may notice another button to the left of the printout list that is labeled "Printing". Selecting this button will simply refresh the printouts list and display any documents that were sent to print after you swiped your student ID.
14. Once you have selected the "Print" button, your printouts will automatically print to the printers located near the central print station and the amount will be immediately deducted from your student ID.
15. Please be sure to select the "Logout" key to left of the printout list on the monitor once you are finished. You are automatically logged out approximately 15 seconds after your last activity; however, when people are waiting to use the print station behind you, this will give them ample time to use the money on your card. Logging out yourself will guarantee your money is only being spent by you.
16. We hope you find this information useful, and if you have any questions while using the computing facilities on campus, please never hesitate to ask our staff!