

# Documentation for Student Printing

Steps to Print When a Student is On Campus at a Touchdown space :

1. Each student must have a valid Widener University Campus1Card (ID Card) .
2. Log on to available campus computers <https://my.widener.edu/task/maincampus/open-computers> using your Login ID and password.
3. When you are ready to print, select File/Print or click on the printer icon. A screen will pop-up asking for a username (the username can be anything you choose, it is recommended that the username be something you will easily recognize).

It will then prompt you for a password, this is optional however, it is recommended. If you have put in a password no one else will be able to print your job unintentionally. The password can be any length and it is recommended the password be something you will easily remember.

4. Click the Print button located at the bottom right of the pop-up box.

5. Go to the Print Release Station.

You will need you Widener University Campus1Card (ID Card).

6. Swipe your valid Widener University Campus1Card at the Print Release Station. Swipe the card with the magstripe down and to the left. A list of everyone's print jobs will appear.

Document Name	Date & Time
/etc/fstab	23-02-05 11:18
/etc/services	23-02-05 11:18
/etc/resolv.conf	23-02-05 18:06

Pages: 1 Cost: \$0.10

Balance \$14.80

Print Exit



Select your Print Job. At the bottom left hand of the screen it will tell you how many pages and the total cost. On the bottom right hand of the screen it will show the balance on the Campus1Card account.

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7. If satisfactory, select Print. The print job will start at the printer associated with the Print Release Station. The total cost will be deducted from your balance.
8. If you do not wish to print at this time, select Exit.
9. Take you Print Job from the printer. Select Exit on the Print Release Station to log off. This is so no one else can use your account.