

HOW TO PRINT DOCUMENTS IN THE OIT ACADEMIC COMPUTING FACILITIES:

1. Log into any computer in a computer laboratory containing print kiosks.
2. When you are ready to print a document, select **File** and then **Print**. Be sure the printer that corresponds to the correct computer lab is selected.
3. A pop up box will open to request a print job name and optional password. You will need to create a print job name. Select **Print**.
4. A Small popup window will open near the bottom of your computer screen to display calculated cost based on the type of document (color or Black and White) and number of pages.
5. Go to the print release station to initiate print job release.
6. Swipe your MAV ID card. First-time users will need to enter their NetID and password.
7. Select the jobs you want to print. You may use **Select All** for multiple print jobs. Select **Print**. Your total job cost is displayed at the bottom of the screen as well as the balance remaining on your MavMoney account.
8. Collect your printout at the Printer/Plotter.

Note: You are not charged for your print job until you release the job. Print jobs NOT released will be cleared from the queue after two hours without charges occurring.

HOW TO PRINT HANDOUTS FROM POWERPOINT:

1. **Open** the file in PowerPoint
 - From a web page:
 - Open the website, and copy the address (URL) of the website.
 - From the **File** menu in PowerPoint, choose **Open**.
 - In the **File Name** field, paste the web address and click **Open**.
2. From **File**, choose **Print Preview**.
3. Select **Handouts** (# slides per page) from the Print What drop-down box, where # is 1, 2, 3, 4, 6, or 9 slides per page.

HOW TO PRINT A PDF:

1. From **File**, select **Print**, and click **Advanced**.
2. From the **Advanced Print Setup** window, select **Print As Image**, click **OK**, and click **Print**.
3. Enter your NetID, and wait for the second print window before closing the program.
 - If your pages are not printing correctly, choose page ranges and print a few pages at a time.