# Pay-for-Print Instructions Using Guest Cards

Select the appropriate printer. The printer name will contain the word Guest in it.

Click on OK

<table>
<thead>
<tr>
<th>Type in <strong>GUEST</strong></th>
<th><img src="image" alt="Print Job Details" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hit the <strong>TAB</strong> key to go to the next field</td>
<td><img src="image" alt="Print Job Details" /></td>
</tr>
</tbody>
</table>

Type in a name for the job you want to print.

**NOTE:** At the Print Release Station, you will find your job listed by the name you have given it.

Hit the **TAB** key to go to the next field
Type in a password for this job. (it can be anything you want to type)

**NOTE:**
At the Print Release Station, you will need to type this same password in order to print your job.

At the Print Release Station, you will see a list of all guests print jobs.

**Select** your print job by the name you gave it.

Click on **Print**

The cost for printing your job will be deducted from you allocation and your job will be sent to the printer.

**NOTE:**
If you decide you do not want to send your job to the printer, select the job from the list and click on Delete. **You will not be charged for jobs you delete from the print queue.**

When you are finished, make sure to Logoff, by clicking on the **Logoff** button.

**Print Costs**

Printing on 8.5” x 11” Paper
- B/W Single Sided: 7 cents
- B/W Double Sided: 10 cents
- Color Single Sided: 22 cents
- Color Double Sided: 20 cents

**When you are finished, make sure to Logoff, by clicking on the Logoff button.**