INSTRUCTIONS for Paid Printing at San Diego State University

1. Touch the button with your workstation’s name (i.e. RSRV1-10).

2. Touch one or more **jobs** listed to select & print your document(s).

3. Note number of **Documents Selected** and **Total Price** in the lower left.

4. Touch the **Print These Jobs** button in the lower right.

5. **Swipe SDSU Red ID** or **Guest Card** through magstripe reader for payment

6. Verify your available balance in the upper right corner

7. Click the **Pay & Print** button to release your jobs.

8. Pick up your jobs from the printer listed (i.e. CPMC_P1)

**Messages**

1 job was released for printing to CPMC_P1 (0m).