



# CMU PRINTING INSTRUCTIONS

Upload documents and print from any CMU Printing location in the Library.



## PRINT FROM A LIBRARY COMPUTER

1. 'PRINT' document and choose printer:

**Black/White Printer (Choose one):**

- **2\_Sided\_Black\_White (default)**
- **1\_Sided\_Black\_White**

**Color Printer (Choose one):**

- **2\_Sided\_Color (8.5x11)**
- **1\_Sided\_Color (8.5x11)**
- **LIBRARY\_COLOR\_2ND\_11x17 (11x17)**

2. Select 'PRINT'

- Wait for the Print Job Notification screen.

3. When the box appears, select 'PRINT'.



## PRINT FROM PRINTQ.CMICH.EDU

1. Select 'SUBMIT A JOB' and choose printer:

**Black/White Printer (Choose one):**

- **2\_Sided\_Black\_White**
- **1\_Sided\_Black\_White**

**Color Printer (Choose one):**

- **2\_Sided\_Color (8.5x11)**
- **1\_Sided\_Color (8.5x11)**
- **LIBRARY\_COLOR\_2ND\_11x17 (11x17)**

2. Select 'PRINT OPTIONS'

- Enter number of copies.

3. Select 'UPLOAD DOCUMENT'

- Choose 'UPLOAD FROM COMPUTER'.
- Find document file.
- Select 'UPLOAD & COMPLETE'.

4. The print has been successfully submitted.

**Go to the nearest Printer Release Station computer in the Library.**

- **Black/White printers** are located on every floor.
- **Color printers** are located in the 1<sup>st</sup> Floor Quiet Area, 1 North Study Room, and on 2<sup>nd</sup> Floor.
- **All 11x17 color prints will ONLY release to the 2<sup>nd</sup> Floor Color Printer.**



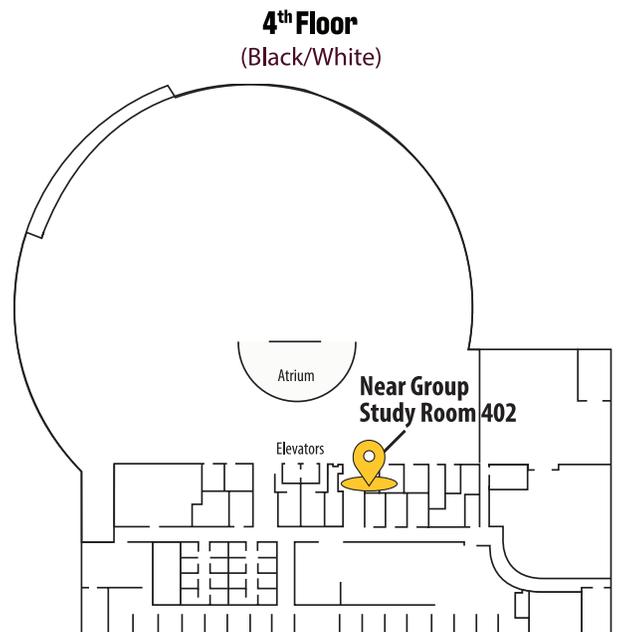
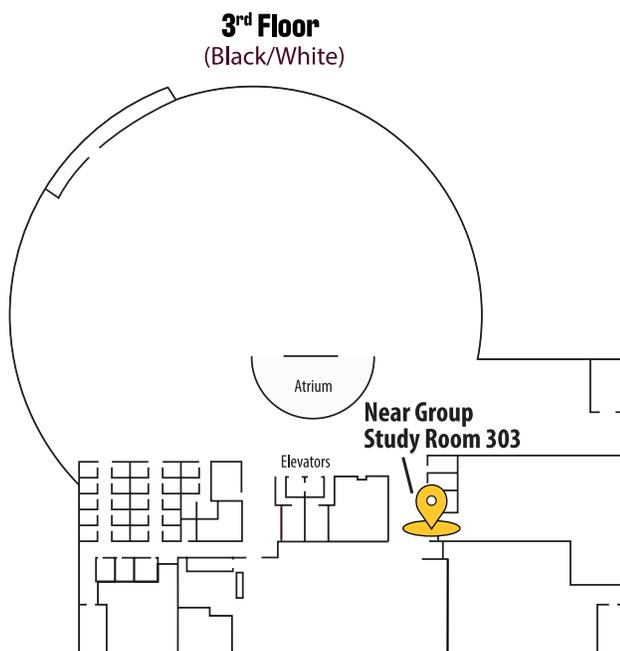
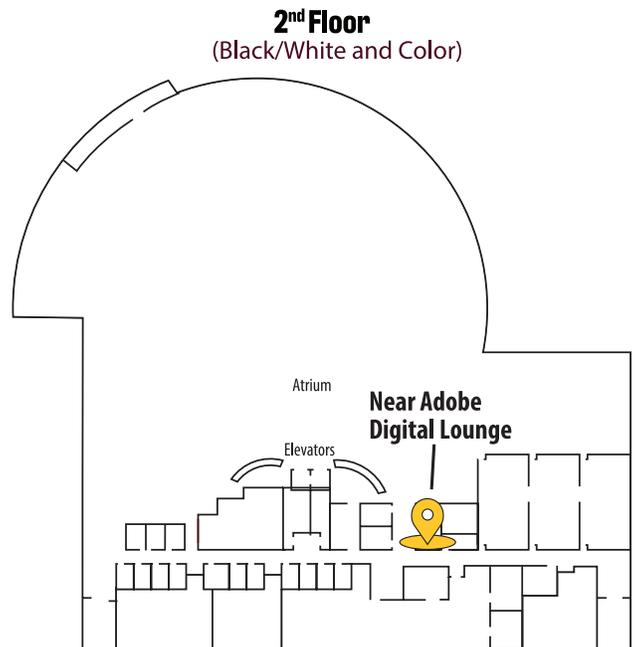
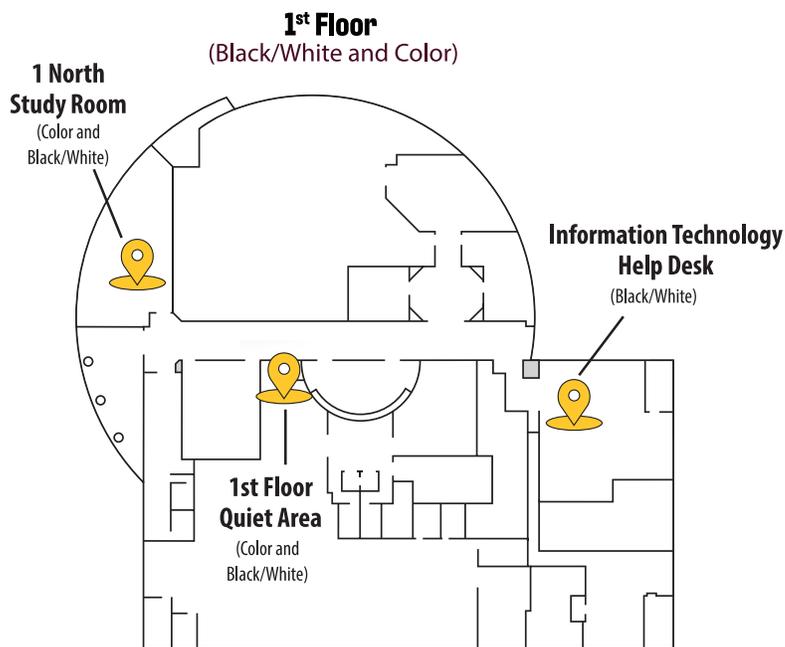
## AT PRINTER RELEASE STATION COMPUTER

5. Login with your Global ID & Password at one of the Printer Release Station Computers.

6. Choose your job and select 'PRINT'.



# Library Printer Release Station Computers



## Allocations and Costs

Central Michigan University students receive the following per semester allocations to be used in labs and at PrintQ locations across campus:

- Undergraduate students: \$12.00
- Graduate students: \$17.00

**Per page printing costs:**

- Black/White:** 4¢ per page
- Color (8.5x11):** 32¢ per page
- (11x17):** 64¢ per page

## Adding Money to PrintQ Account

Go to [printq.cmich.edu](http://printq.cmich.edu)

Select 'Add to your PrintQ Allocation' located on the left side of the page.