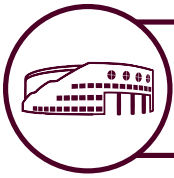




# CMU Printing Instructions

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

In an effort to combat paper waste across campus, the Student Government Association has requested that all PrintQ printers default to 2-sided printing. This impacts PrintQ printing within the CMU Libraries.  
Questions? Contact the Student Government Association: SGA@cmich.edu • (989) 774-7421 • Bovee University Center 104G



## Printing from a Library Computer

- 1 **'Print'** document and choose printer:  
(Black/White and Color Printers print both double and single-sided.)  
**Black/White Printer (Choose one):**
  - **2\_Sided\_Black\_White (default)**
  - **1\_Sided\_Black\_White****Color Printer (Choose one):**
  - **2\_Sided\_Color**
  - **1\_Sided\_Color**
- 2 Select **'Print'**
  - Wait for the **Print Job Notification** screen.
- 3 When the box appears, select **'print'**.



## Printing from printq.cmich.edu

- 1 Select **'Submit a Job'** and choose printer:  
(Black/White and Color Printers print both double and single-sided.)  
**Black/White Printer (Choose one):**
  - **2\_Sided\_Black\_White**
  - **1\_Sided\_Black\_White****Color Printer (Choose one):**
  - **2\_Sided\_Color**
  - **1\_Sided\_Color**
- 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 North Study Room and 1st Floor Quiet Area.
- See the back page for all Library locations, cost, and account information.

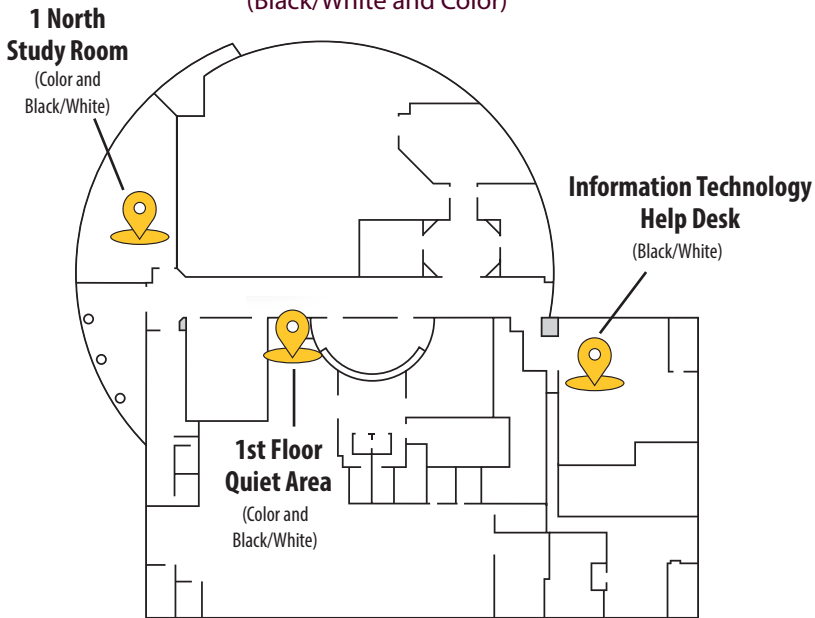
## At Printer Release Station Computer

- 5 Login with your Global ID & Password at one of the Printer Release Station Computers.
- 6 Choose your job and select **'print'**.

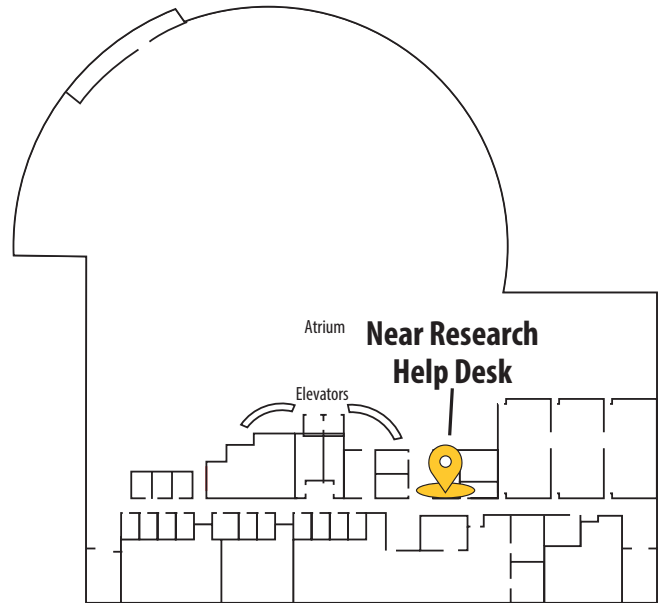
# Library Printer Release Station Computers

## First Floor

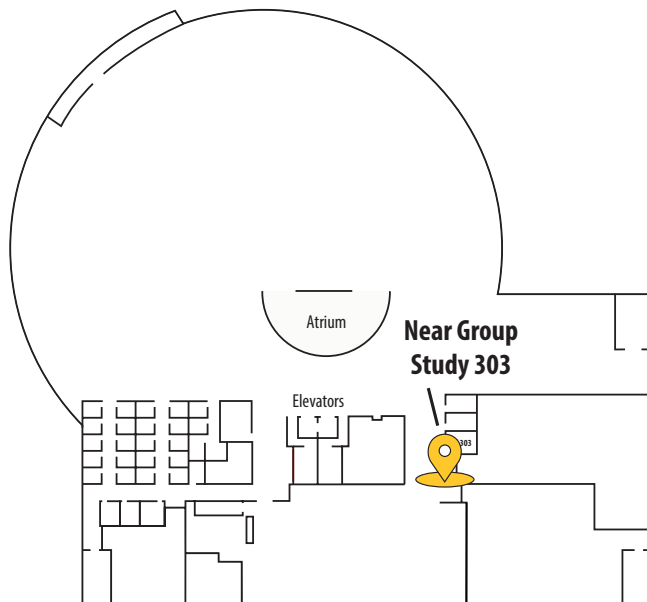
(Black/White and Color)



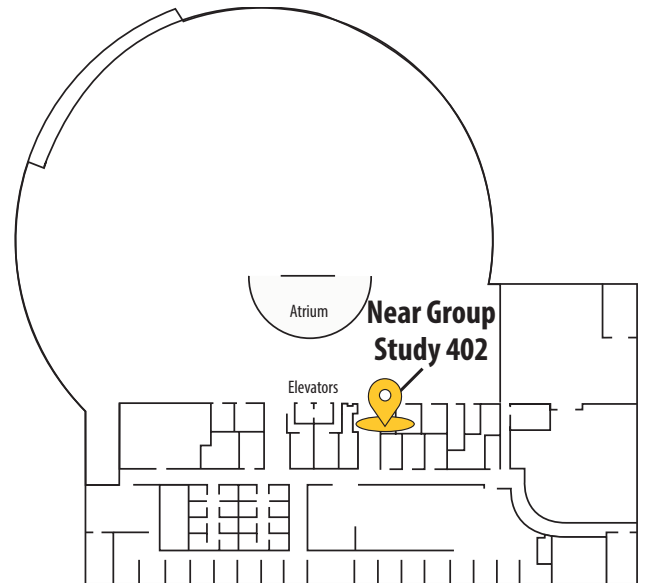
## Second Floor (Black/White)



## Third Floor (Black/White)



## Fourth Floor (Black/White)



## 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: 32¢ 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.