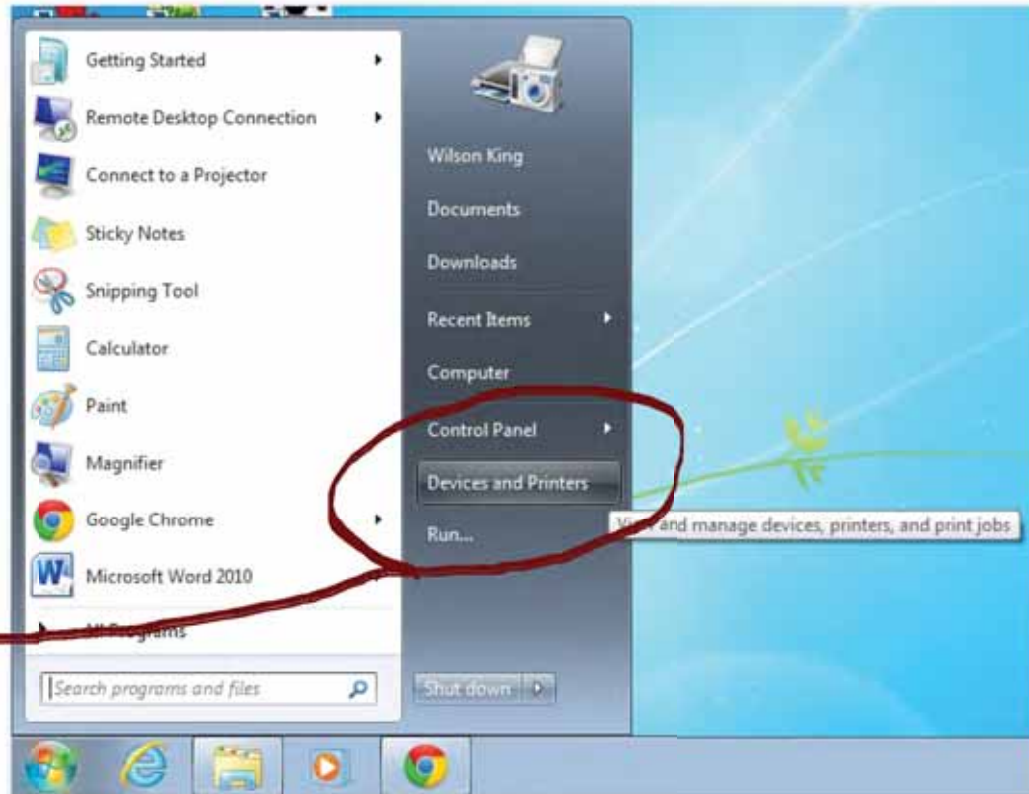


# GRADUATE STUDENT PRINTER INSTRUCTIONS

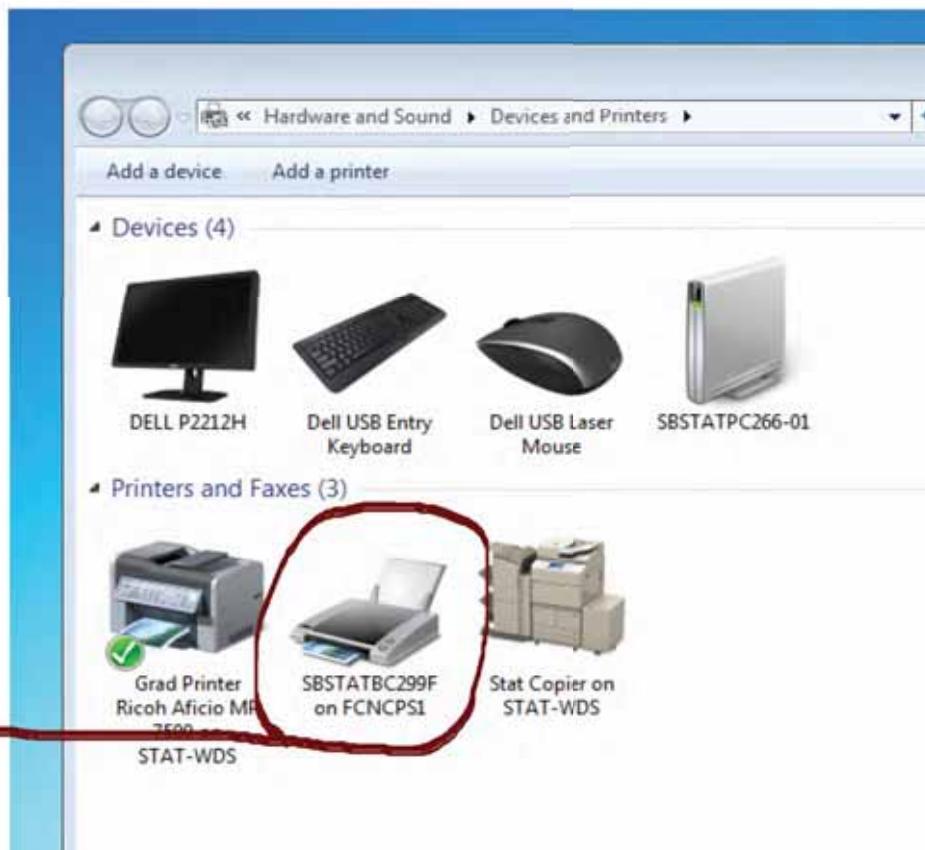
## Step 1:

Click the Start Button,  
And Then Click on  
Devices and Printers



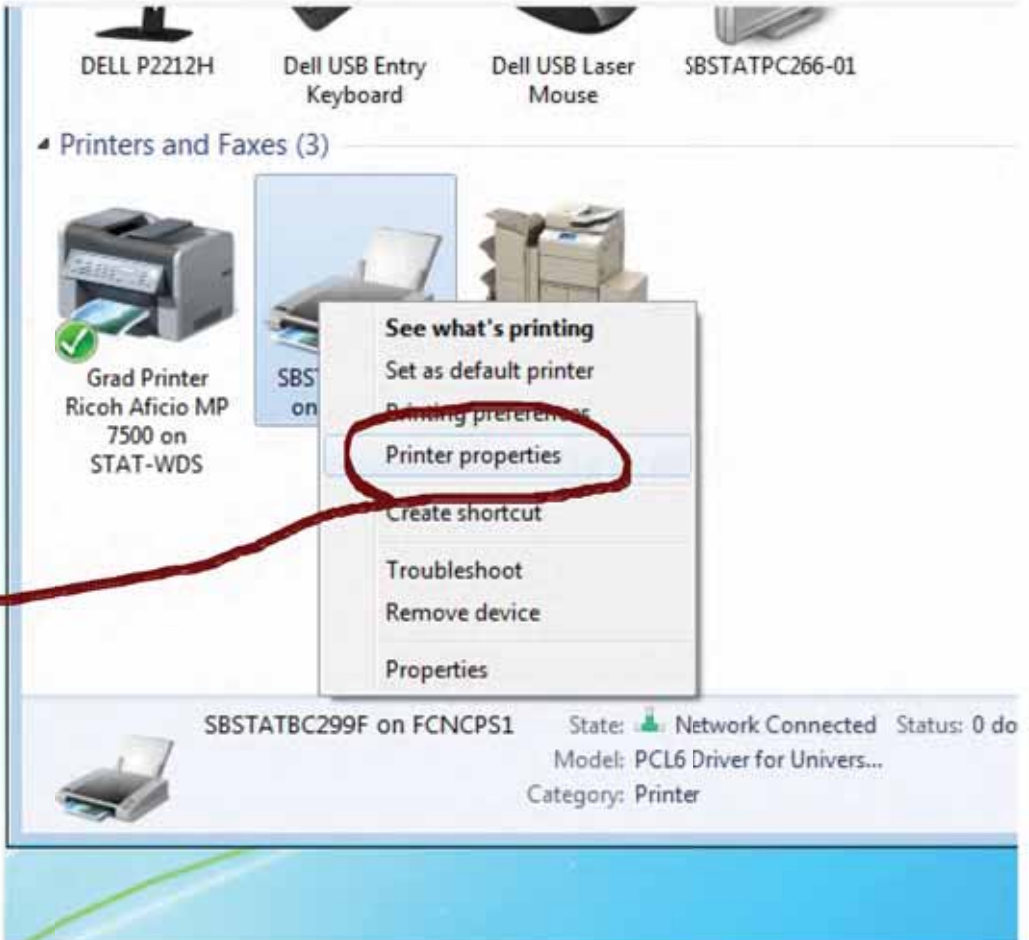
## Step 2:

Select the printer named  
"SBSTATBC299F  
ON FCNCPS1"



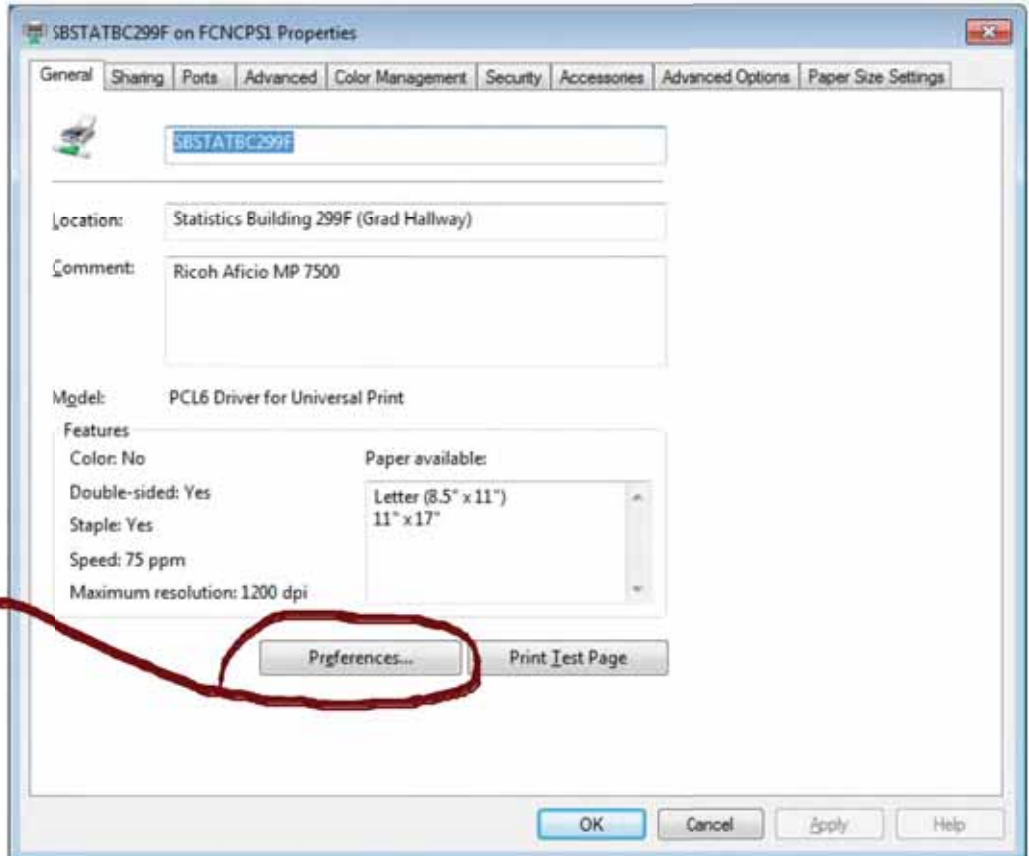
### Step 3:

Right-click on  
SBSTATBC299F  
And select  
Printer Properties



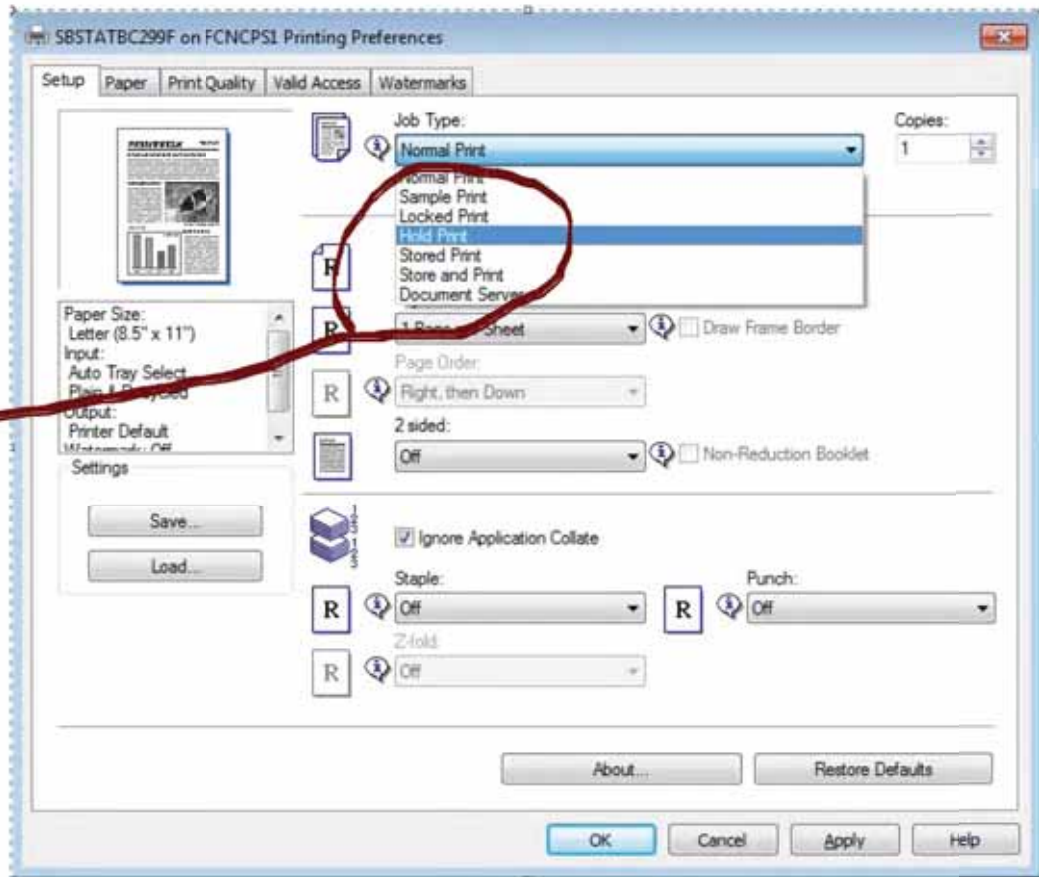
### Step 4:

Once Inside  
Printer Properties,  
Click on Preferences...



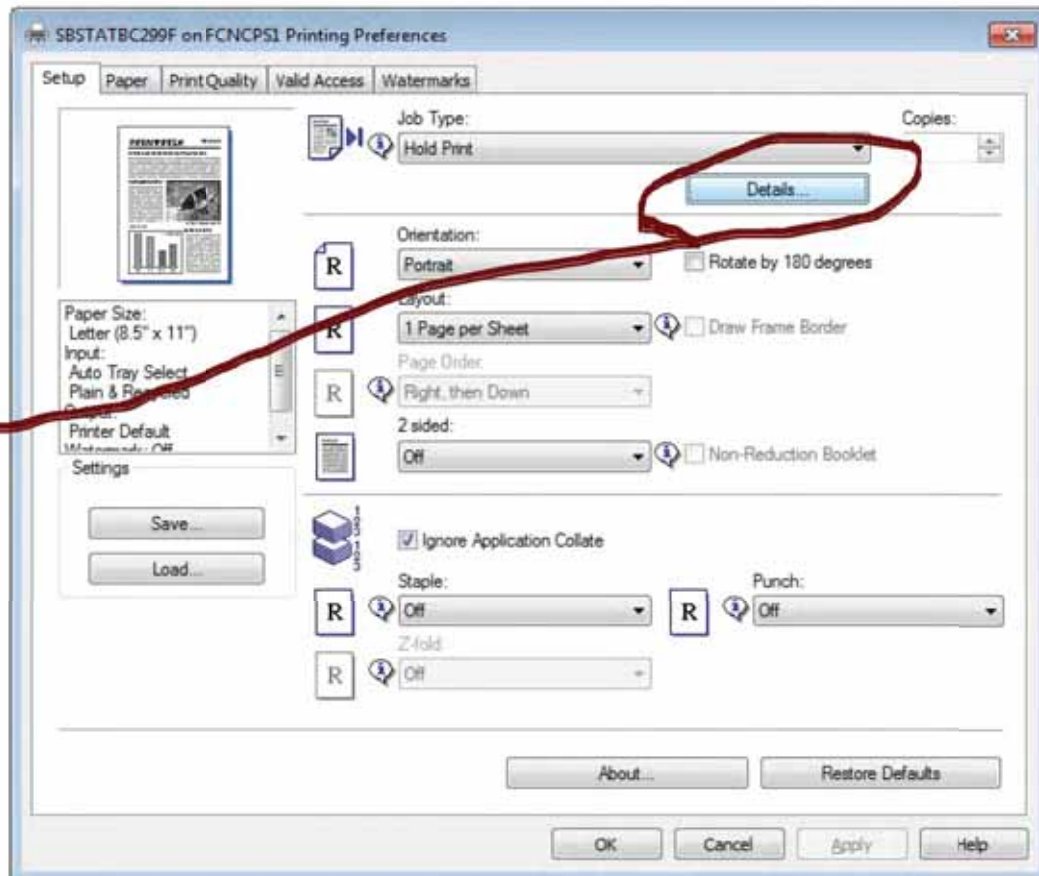
## Step 5:

Change the Job Type  
To "Hold Print"



## Step 6:

Click on the  
Details Button



## Step 7:

Type your name

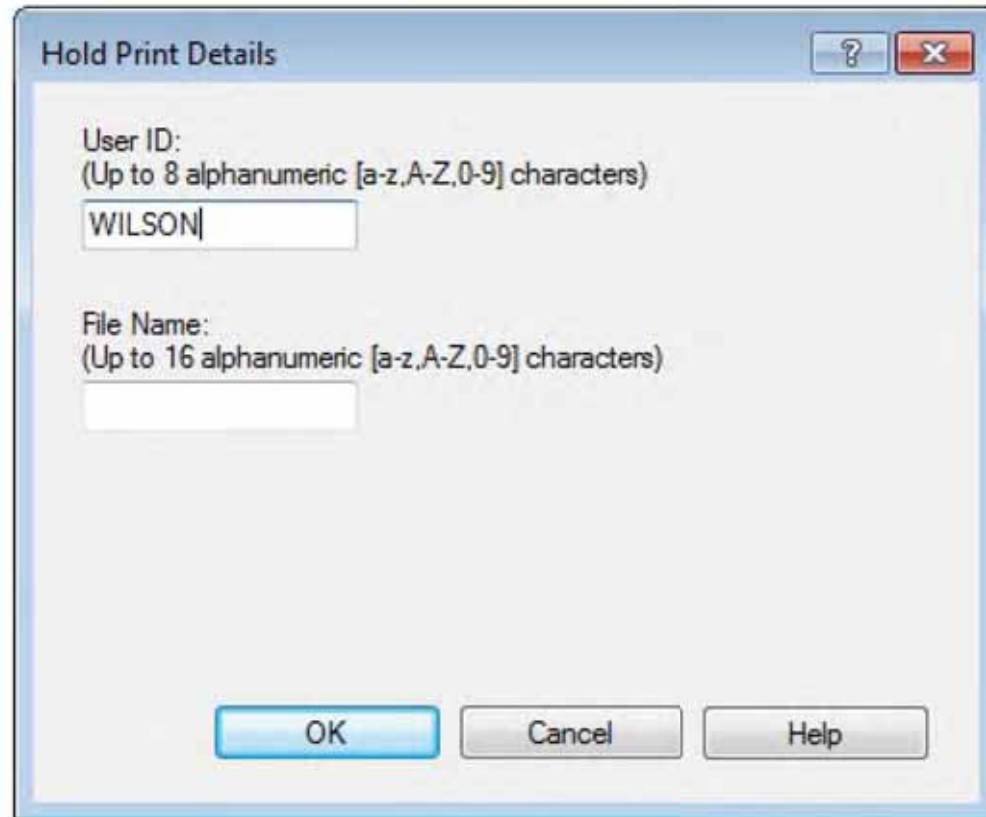
Into the User ID

Field. You may type

Any name you want.

Leave the "File Name:"

Field empty



Hold Print Details

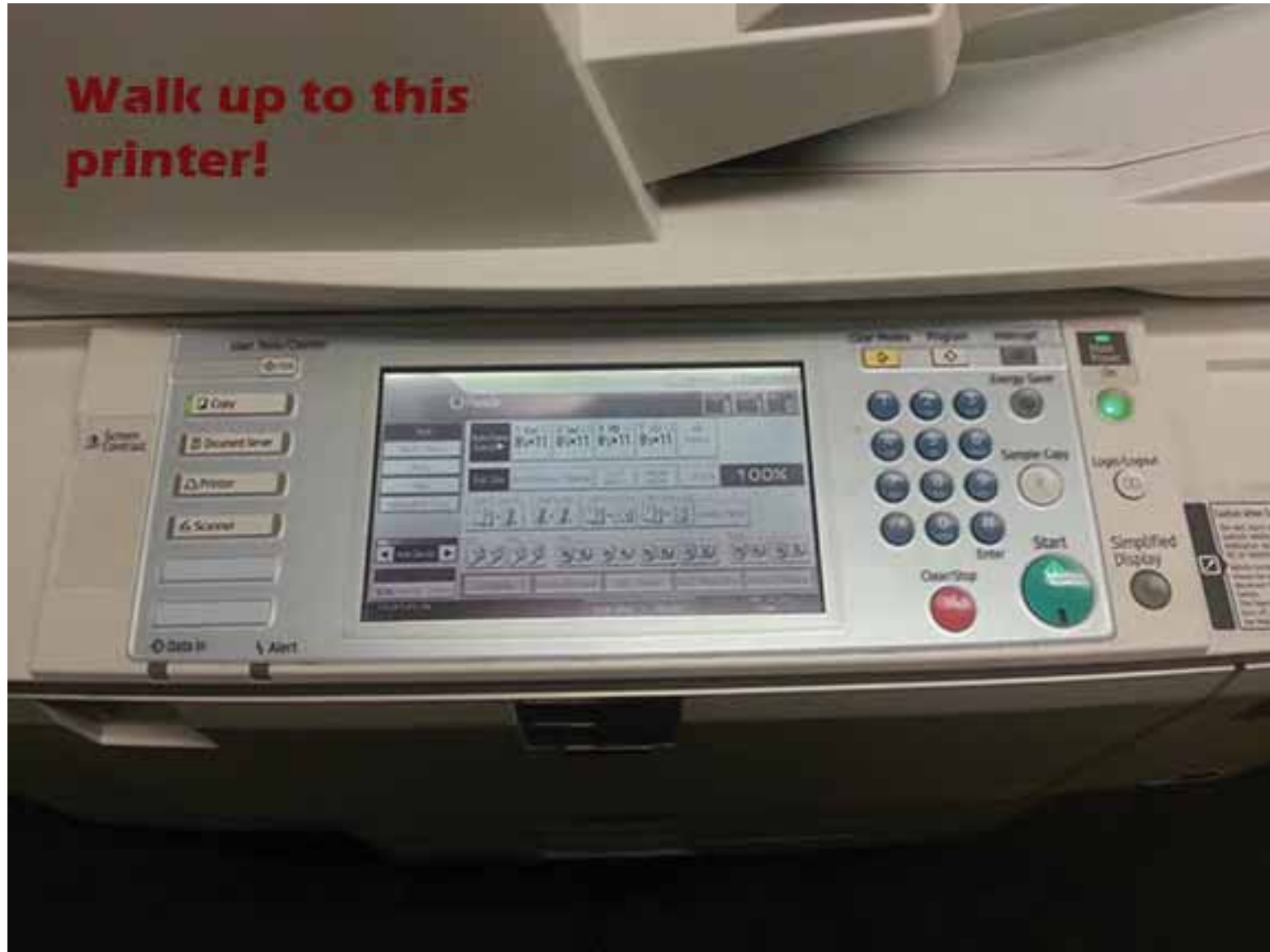
User ID:  
(Up to 8 alphanumeric [a-z,A-Z,0-9] characters)

File Name:  
(Up to 16 alphanumeric [a-z,A-Z,0-9] characters)

OK Cancel Help

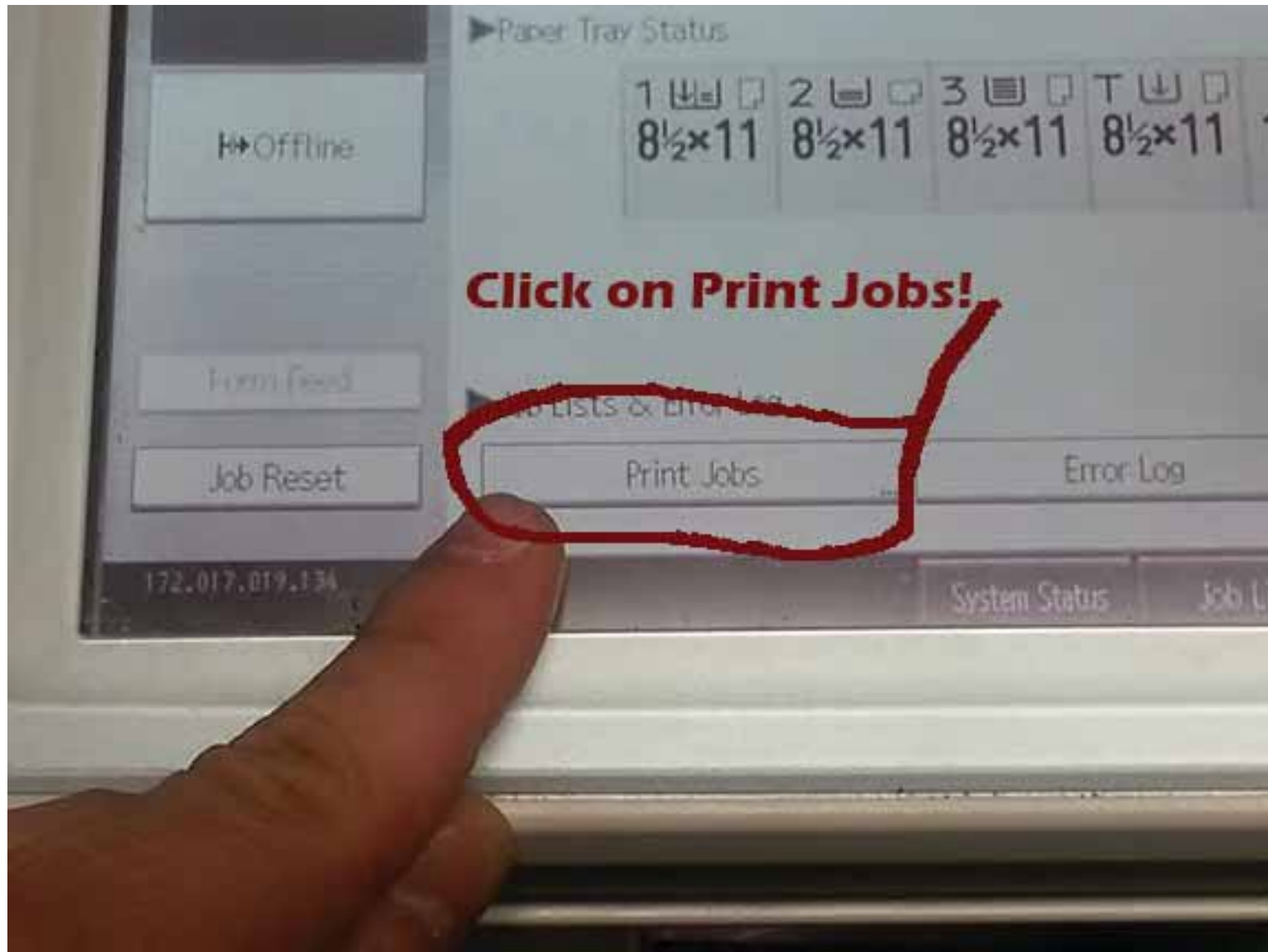
When you print a document from your computer, the document will now be waiting for you at the printer under the User ID you chose in [Step 7](#). To make the document print from the printer, you must walk up to the printer, choose your User ID, and then select which document you want to print. You may send more than one document to the printer at a time, if you wish.

**Walk up to this  
printer!**





**Click on this  
Printer Button**



**Click on Print Jobs!**

Print Jobs

## Print Jobs

Select User ID

All jobs for the selected user ID will be

WILSON

**Find your name and select it!**



**After you select your name,  
it will appear up top**

All jobs for the selected user ID will be printed.

Exit

WILSON

Clear

Complete List

List Per User ID

WILSON

**Then select Print All Jobs**

Print All Jobs

1/1

▲ Search

▶

