How do I print in the labs?

Tell Me

From a Windows workstation:

1. Select the **Print** option
2. Select the printer and click **Print**
3. Enter a **Release Key** (password for your print job—up to 14 characters)
4. Click **OK**
5. Enter an easy to remember name for your print job

At the Print Release station:

1. At the Print Release station, input your **Release Key**
2. Click **OK** to select the printer.

3. Select your document name and choose **Print**
4. Swipe your 49er ID card to release your print job
5. Click **End Session**

From a Mac workstation:

1. Select the **Print** option
2. Select the **99_MACPRINT** printer and click **Print**
3. Enter a **Release Key** (password for your print job—up to 14 characters)
4. Click **OK**
5. Enter an easy to remember name for your print job

At the Print Release station:

1. At the Print Release station, input your **Release Key**
2. Click **OK** to select the printer.

3. Select your document name and choose **Print**
4. Swipe your 49er ID card to release your print job
5. Click **End Session**

Related FAQs

- Where are the computer labs on campus?
- How do I print in the labs?
- Can I print or copy documents in a University computer lab?
- How do I log into a computer in a computer lab?
- Are there any rules in computer labs?