

## CWU Green Printing Initiative

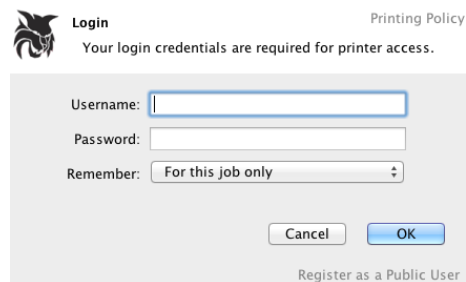
These guidelines and procedures are established to address House Bill 2287 concerning paper conservation. Each state agency, by July 1, 2010, is required to develop and implement a paper conservation program. Central Washington University uses a Green Printing system on campus. This system encourages responsible use of print resources and decreased print waste.

All printing account balances, including those with unused funds, will be cleared August 30<sup>th</sup> of each year. Public users are encouraged to only add the amount necessary for their printing needs to avoid the loss of funds when accounts are cleared. Refunds of unused account balances are not possible. Any funds cleared will be donated to the Student Tech Fee Committee.

### General Public Instructions

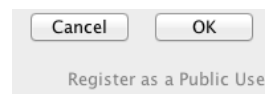
*Note: If you already have CWU Green Printing account, jump to step 6.*

1. Attempt to print your document like normal.
2. You will be prompted to login.




The image shows a login dialog box with the CWU Wildcat logo on the left. The title is "Login" and there is a link for "Printing Policy". Below the title, it says "Your login credentials are required for printer access." The form contains three input fields: "Username:" (empty), "Password:" (empty), and "Remember:" with a dropdown menu set to "For this job only". At the bottom right are "Cancel" and "OK" buttons. At the bottom center is a link that says "Register as a Public User".

3. Select "Register as a Public User" from the lower right corner.



The image shows a small dialog box with "Cancel" and "OK" buttons at the top. Below them is a link that says "Register as a Public User".

4. You will then be taken to a registration page.
5. Fill in each field with the required information.



The image shows a registration form with the following fields and values:

Full Name:	Wellington Wildcat
Email Address:	WellingtonWildcat@domain.com
Username:	public- WellingtonWildcat <small>Your full username will be: public-WellingtonWildcat</small>
Password:	*****
Verify Password:	*****

At the bottom right of the form is a "Register" button.

*Remember your username and password for future use!*

6. Go to the Pay-Station, located next to the printer corral on the first floor of the Brooks Library.



7. Login to the Pay-Station using your username and password.
8. Add dollars and/or coins to add credit to your account.  
*Note: Only add as much credit as you need! REFUNDS ARE NOT POSSIBLE!*
9. Return to your workstation. If required attempt to print again.
10. When prompted, login using your username and password.
11. When prompted, select "OK" to release the job for printing.
12. Pickup your document from the printer corral or the closest printer.

To view the CWU Green Printing policy, go to <http://www.lib.cwu.edu/CWU-Green-Printing>.