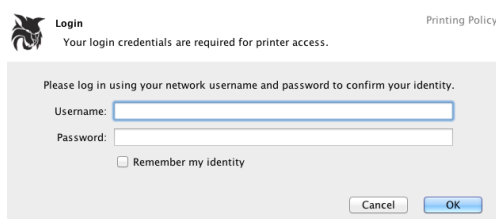


CWU Green Printing Student Instructions

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

1. Login to the workstation with your Wildcat credentials.
2. When prompted, login to the Green Printing software with your Wildcat credentials.
(This only applies to students who have not used the Green Printing System)



DO NOT close this dialog box or select ***“Cancel!”***

3. Print your document like you normally would.
4. When prompted, login to the Green Printing Software with your Wildcat credentials.
(You will be prompted to login and release the print job every time you print. This is to ensure no one else prints under your user account.)
5. Pickup your document from the printer corral or the closest printer.

Add Credit

If you run out of credit, you will need to add additional credit to your account. This can be done in the Academic & Research Commons area in the Brooks Library.

1. Go to the Pay-Station, located next to the printer corral on the first floor of the Brooks Library.
2. Login to the Pay-Station using your Wildcat credentials.
3. Add dollars and/or coins to add credit to your account.

Only add as much credit as you need. An additional \$15 credit will be added prior to each quarter. Accounts reset on September 1st of each year. **REFUNDS ARE NOT POSSIBLE!**

Members of the Public - Instructions

<http://www.lib.cwu.edu/sites/default/files/pdf/CWUGreenPrintingPublicUserInstructions.pdf>