

Printing At The Learning Commons

1. At the computer you are working on...

- Click "**Print**" on the computer you are working on. Wait until you are asked for a username and password.
- Enter your **myRWU Credentials**:
 - **Login**: rwu email WITHOUT "@hawks.rwu.edu"
EXAMPLE: jsmith234
 - **Password**: default password for rwu email+ RWU
EXAMPLE: js5678RWU

2. Then, at the Print Release Stations...

- Enter your **myRWU Credentials** at the **Print Release Station** to log in
- **Select the job(s)** you wish to print
- Click "**Print**" in the upper left corner
- The **Account Identification** box will display
- **Swipe your Unicard** in the card reader on top of the monitor
- The **P Counter Station box** will display the Total Cost required and the Available Credit on CBORD account.
- Click "**Print**" to release job.
- The Print Release Station will return to the login screen after you press print. This is normal and means your job is printing.

*****Note*****

YOUR PRINT JOB(S) WILL BE RELEASED TO EITHER OR BOTH OF THE TWO PRINTERS

The default for all printers is DUPLEX. Pages printed individually will NOT duplex.

NEED HELP? Ask us at the Service Desk to the left of the stairs.