

Printing on KENTNET

HOW TO USE THE PRINTERS

From your application (for instance, Word), choose **PRINT**. Once you have sent a job to the printer, you can release it at the print queue station next to the printer.

Do the following:

1. Make sure you have sent your print job to the print station by confirming that your username is shown in the select print job username dialog box.
2. Double click your username with the mouse to bring up network password entry box.
3. Enter your **NETWORK PASSWORD**. Highlight job(s) to print and click the **Print** button on the top left of the program window.

NOTES:

1. You will need to use your Chicago-Kent photo ID card in order to release the print job by swiping your C-K photo ID card on the card reader which is located next to the release station.
2. The release station will release all the print jobs sent under your username. When your print jobs are listed, you have the option to delete them before you actually send them to print.
3. The printer may take a few minutes to warm up if not recently used.
4. If the printer says toner low and the **READY** button is not lit, push the **GO** button so it is lit to continue to print. E-mail helpdesk only when your print jobs become faded. You will be credited for any pages printed light due to toner.

POINTS TO REMEMBER ABOUT PRINTING

Every law school student receives 400 pages of printing per semester. Any printing past 400 pages will be charged to your student account at .07¢ per page. At the beginning of each semester, your balance is returned to 400 pages.

Please report any problems with printers or printing via E-mail to Help Desk (helpdesk@kentlaw.edu) or call the help desk at 312-906-5300 (6-5300 house phone).

PRINTING POLICIES

In order to receive credit for abnormal pages, please bring the pages to the help desk immediately. Please let the help desk know which printer you released the print job. We will give you a credit on all of the pages that did not print clearly. The credit will be applied on your 400 free pages for the current semester.