



NEW Print Release Stations in Buttrick Rm 342

The Print Release Station is an effort led by Information Technology Services to keep printing costs as low as possible, to reduce printing waste and provide document scanning services for faculty. The new print release station allows faculty to print on letter head or print confidential information without having to “run” to the printer to pickup your print or insert letterhead.

	Default Settings
Duplex	X
Grayscale	X
Color	
Print Quality	Economy
Scanning to	
- Email	X
- USB	
3 Trays	
- Manual	
- Tray1	X
- Tray 2	

Options can be changed through the Print screen of your application and by selecting Printer Properties.

- Finishing Tab: Change between Duplex and Single Page printing (Many Print screens provide the option for changing between duplex and single page printing.
- Color: Change between Grayscale and Color printing
- Quality

How does it work?

1. Print your document to selected printer (But342ClrMFP)
[Click here to add the printer to your computer](#)
2. Take your Agnes Scott ID Card with you to pick up your print
3. At the printer tap your ID Card on the PaperCut reader
4. View your list of print jobs
 - Your print jobs stay in your print queue for 1 hour
5. Select the job you want to print
6. Release it to print



- Didn't bring your id card to the printer? No Problem

Use the sign in option and log in using your network username and password.

****Note:** If you have just received a new ID card it can take a few days to be active.

