# How to Print From a VPL PC Workstation

NOTE:

All print jobs are sent to our network printer. This printer may also be used for photocopying and scanning.
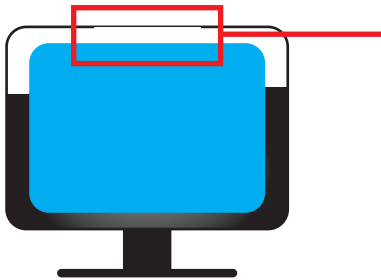
The default print setttings are:

- 8.5x11" (Letter)
- Black and White
- Double-sided

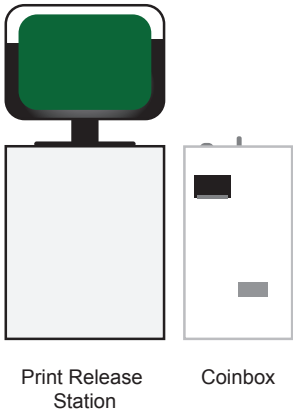If you need help changing the print settings, ask one of our staff members.

1
Send your print job to the network printer.

| File | Edit |
| Print | Ctrl+P |

Print   ? X

OK
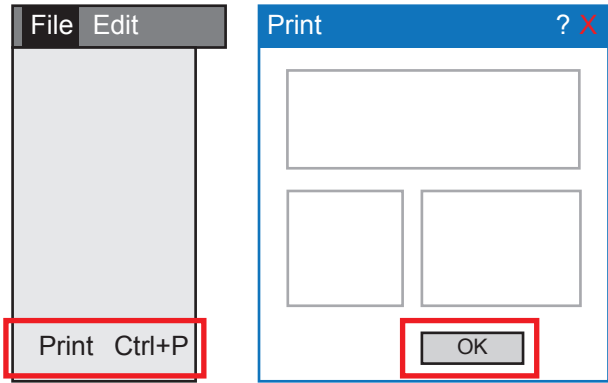
2
Note your username at the top of your monitor.

3
Go to the Print Release Station.

Print Release Station   Coinbox

4
Type your username and click **OK.**

Print Release Station

Username [   ]

OK

5
Insert coins or a Copy Print Card into the coinbox.

VPL $10 COPY PRINT CARD
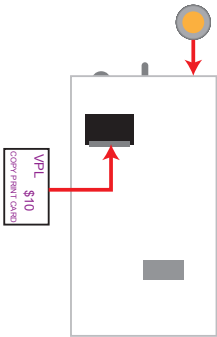
6
In the **Action** box, click **Print**.

Print Release Station

Pages	Cost	Action	
1	$0.20	Print	Cancel