

Welcome to the new print release station at Beckwith Hall

**For users with the newest “Gold” Student ID cards the process is very
simple**

**With the “Red Hawk” emblem (Back of Card) facing towards you, swipe your card in the slot
above the screen**

Select “Print”

**Select (highlight) the displayed jobs you wish to print (If you wish to cancel, highlight the job
and press “Cancel” at the bottom of the screen)**

Select “Print” at the bottom of the screen

Your jobs will print out of the printer next to the release station

**For users that still have old cards or community members, you will need
to manually enter your logon credentials**

Touch the lower right corner of the display

Enter your user name, press “Enter”

Enter your password, press “Enter”

Select “Print”

**Select (highlight) the displayed jobs you wish to print (If you wish to cancel, highlight the job
and press “Cancel” at the bottom of the screen)**

Select “Print” at the bottom of the screen

Your jobs will print out of the printer next to the release station

New Cards are available at the front desk