

Andrew Printing (from a cluster computer)

This document contains the following sections:

- [1.1 Order Your Print Job](#)
- [1.2 Release Your Print Job](#)

For information related to this topic refer to:

- [Andrew Printing \(http://www.cmu.edu/computing/doc/printing/personal/index.html\)](http://www.cmu.edu/computing/doc/printing/personal/index.html)
(from your own computer)
- [Cluster Printing and Quotas pages \(http://www.cmu.edu/computing/clusters/printing/index.html\)](http://www.cmu.edu/computing/clusters/printing/index.html)

Last Updated: 6/10/09

Step 1: Order Your Print Job

Follow these steps to order your print job:

1. Select **Print** as you normally would. The application's print dialog box appears.
2. Select the specific public printer you wish to print to. By default, Cluster computers default to printing to the printer with that Cluster. You may also choose to print to any other public printer, or you can choose "Andrew - Central B&W Queue" to use the centralized print queue.
 - By selecting the **Andrew Central B&W queue**, your print job will be available for release at ALL black and white Cluster and Library release stations.
 - The central queue is configured with a generic driver that supports double-sided (duplex) printing and tabloid (11"x17") paper.
 - All print jobs sent to the central print queue expire after 4 hours. The queue for the University Center printer features an extended job expiration of 12 hours. You must send your job to that specific print queue to take advantage of the extended job expiration.
 - If you require printer specific features (e.g., manual feed for the CFA Cluster, specific resolution settings, etc.), or are printing complex PDFs or Adobe files, we recommend that you use a queue for a specific cluster printer. By using a specific cluster printing queue, you are in turn using a driver that is specific to that printer model.
3. The Pharos Popup Print Screen, similar to the following, appears. Enter your Andrew UserID or "guest" if printing with a Plaid Ca\$h card. Optionally, you may also enter a password for the document and a name.

Please provide the following information to print your document.

Andrew ID: (enter "guest" if you will print with a Plaid Ca\$h card)

Job Password: (optional; DO NOT USE ANDREW PASSWORD)

Job Name: (optional)

4. Select **Print**.



Step 2: Release Your Print Job

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Step 2: Release Your Print Job

Visit the appropriate print location and follow the steps below.

Note: If you selected a specific printer location, visit that location. If you chose "andrew" (the Andrew Central B&W print print queue), you can visit any release station.

1. Swipe your ID card.
 - You need to swipe the ID card that matches the userID you entered to order the job. If you were logged in as "guest", you would swipe a Plaid Ca\$h card.
2. Select your print job on the touch screen.
3. Verify the cost.
4. Touch **Print**.
 - If you entered a password for the job, a password dialog box will appear. Enter the same password to release the job.

1. Touch **Exit** to logout.

For help with using a manual feed, see [Using Manual Feed \(http://www.cmu.edu/computing/doc/printing/manual.html\)](http://www.cmu.edu/computing/doc/printing/manual.html).

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