Guidelines for Printing While the Library Is Closed  
Spring 2020 Semester

• If you are printing to the Lexis Printer
  
o  Print the way you would normally; however, **before** you head to campus to pick-up your print jobs, you **must** do the following:
    
    ▪ Email the team at the Circulation Desk, librarycirculation@law.stetson.edu.
    ▪ In the email, provide your name and the number of documents that were sent to the Lexis printer.

  o  Please wait for a reply email, saying that the print jobs have been retrieved.

  o  The print jobs can be picked up between 1:00–5:00 p.m., Monday thru Friday. Please come to the back door of the library.

  o  The team at the Circulation Desk is only working 9:00 a.m. to 5:00 p.m., Monday thru Friday, so you will not receive an email before or after those times.

• If you are printing to the regular printers

  o  Two things you **must** do **before** you send any print jobs:
    
    ▪ Please double check that you have funds in your account. Printing is 5 cents per side (if double sided) or per page (if single sided) for regular printing, or 10 cents per side (if double sided) or per page (if single sided), if printing in color.

    ▪ Send an email to the Circulation team at librarycirculation@law.stetson.edu. In the email, please include the following information:
      
      • Your name, the name of the document, and how many pages.
      • If there is more than one document, please provide us with the name of each document and how many pages for each document.
      • Also let us know whether the document is a PDF-file or a Word document. (If the document is a Word document, please put your name in the upper right-hand corner of the document.)
      • And let us know if the print job is in color.

  o  Please wait for a reply email.

  o  Once you have received a reply email, send your print job to the printer. Please following the “Release Print Jobs Instructions” that follow these guidelines.

  o  The print jobs can be picked up between 1:00–5:00 p.m., Monday thru Friday. Please come to the back door of the library.

  o  The team at the Circulation Desk is only working 9:00 a.m. to 5:00 p.m., Monday thru Friday, so you will not receive an email before or after those times.
Release Print Jobs Instructions

1. Navigate to https://printing.stetson.edu. Login with your Stetson credentials. These credentials are the same as your Stetson email username/password. *Reminder: Before sending a print job, please email librarycirculation@law.stetson.edu to inform the library that you are sending a print job. Please include title, page length, and number of documents being sent.*

2. Upon login, navigate to the list of options on the left-hand side of the webpage and select “Web Print.”
3. On this screen, click the “Submit a Job” button near the top of the page.

4. On this screen, select the gpapp26\MobilePrint-StetsonLaw (virtual) option from the list of printers. Click “2. Print Options and Account Selection” to go to the next step.

5. On this screen, the user can change the number of copies that they would like to print. The default option is “1.” Enter a number in the “copies” field for the desired number of copies and click “3. Upload Documents.”
6. On this screen, either drag the desired document(s) to the field box listed or click on the “Upload from Computer” button to add the document from a folder on the users’ computer. The uploaded documents will appear at the top of the screen. After the document(s) have been uploaded, click the “Upload & Complete” button.

7. On this screen, a list of the print jobs in the queue will be listed. The document may render and/or be held in queue with the position in line. Wait till those processes have finished, then click on the link, “Held in a queue” next to the print job that the user would like to release.

8. On this screen, click the “print” link under the action column for the print job to be released.

9. On this screen, select the first printer on the list “gpapp26\GPLI-01” by clicking on the name of the printer.
10. On this screen, it will show the status of the print job. If the action column lists “Queueing...” then the user can click the “Release All” button. The users' job should disappear from the queue. Also, there is a 60 second timer on the right-hand side of the screen. If a user has not released the job immediately, the job will automatically release after 60 seconds. If the user receives a box that informs the user of the job release, click “Ok.”