**USING PRINT/COPY SERVICES**

- When you print or copy, you’ll need to swipe your Jaguar Pass on the printer. If you do not have your Jaguar Pass, you can type in your computer user ID (your K-number) and password instead.
- The first time you print, you may need to swipe your card and type in your computer user ID (your K-number) and password at the Ricoh device. This links your computer account to Print/Copy Services.
- If you are using special paper (e.g. colored paper, special sizes, etc.), you can load it using the Bypass tray on the right side of the printer.
- If your nearby printer is having trouble, simply walk to the next closest printer to print your document. *You do not need to re-print the document from your computer.* The print job will follow you to any printer. Print/Copy Services uses one print queue for all network printers.
- Print/Copy Services will store unprinted documents for 48 hours. After that time, unprinted documents will be deleted. Students are not charged for unprinted documents.

**HOW TO PRINT VIA PRINT/COPY SERVICES**

1. When you are ready to print, select “JaguarPrint on PRINT” from the list in your Print window:

   ![Printer window](image)

2. Select any additional print options, and then print your document as usual.
3. Go to your nearby Print/Copy Services station and swipe your Jaguar Pass in the card reader. If you do not have your card, type in your computer user ID (your K-number) and password.
4. The display will show your current print quota balance. Press the OK button to continue.
5. The display will show the print job(s) you have waiting. Select the document(s) you wish to print, then press the Print button on the display.
6. When you are finished, remember to press the Logout button on the display.

**NEED HELP WITH PRINT/COPY SERVICES?**

When you need help with Print/Copy Services, contact the ITS Helpdesk for assistance! Our staff will be happy to assist you!

**ITS Helpdesk**
Main Campus, Room 307
Brooks City-Base Campus, Room 144
helpdesk@tamusa.tamus.edu
(210) 784-HELP (4357)