

## Green Print Release Station FAQs

Brad Christ - 2025-06-04 - [Comments \(0\)](#) - [Paper, Printing and Copying](#)

### How do I use the Green Printing Stations?

Using the **kiosks** is a two-step process.

*First*, submit a job.

*Second*, you pick it up at ANY of the three **kiosks**.

### There are four ways to send a print job:

Select the **Green Print Station** from any on-campus lab computer.

Select the **Green Print Station** on the **VirtualLab** (accessible from **Mac** or **PC**).

Upload documents to **Web Print** (**Office** and **PDF** documents only!)

Email [green-print-station@sou.edu](mailto:green-print-station@sou.edu) or [green-print-color-station@sou.edu](mailto:green-print-color-station@sou.edu) with your attachment (**Office** and **PDF** documents only!) You will receive a bounceback if your job has been successfully submitted.

Additional instructions are available [here](#).

### How do I pick up my print job?

Just go to ANY of the three **kiosks**.

Login with your normal **SOU network credentials**.

Select your print job(s).

The **Kiosk** will automatically log you out after you have selected your print job(s).

Your print jobs are available for 24 hours after you submit them. After that, they are automatically deleted.

### Can I release print jobs for anyone?

No, you can only view and release your own print jobs.

### How much does this cost?

It's priced the same as our labs: \$0.05 per printed page/side for **B/W** and \$0.25 for **color**.

### What are the printing defaults?

All jobs are letter-size, black and white with duplexing.

If you submit a job by printing from a lab computer or through **VirtualLab**, you can turn off **duplexing** if desired. There is no way to change the defaults for jobs submitted through email or **Web Print**.

**Are you going to add color printers? What about more locations?**

Color options and additional locations will depend demand.

**I am a faculty/staff member; can I use the kiosks?**

No. We do not currently charge faculty/staff for their printing, so they are not able to use these **kiosks**.

**I am a staff member and student; can I use the kiosks?**

No. Your status as a staff **member** overrides your status as a **student** in this case.

**Why are they called Green Print Stations?**

The **kiosks** are intended to not only to help students but also reduce the amount of wasted print jobs. In addition, we are using 30% recycled paper in the **kiosks**, which is consistent with the commitment that **SOU** has made to the environment and sustainability.