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 or 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.