Green Print Release Stations

Chris Corcoran - 2023-03-29 - Comments (0) - Paper, Printing and Copying

You can print to the Green Print Release Stations from anywhere that you have an Internet connection.

Green Printing costs $0.05 for B/W and $0.25 for color per document page, and prints "duplex" (both sides of the sheet) on recycled 8 1/2 x 11 white paper.

You must add print credits to your Printing account before you can release a print job sent to the Green Print Release Stations.

To use the Green Print Stations, you first submit your print job and then proceed to ANY of the kiosks to pick up your print job(s).

Currently there are seven Green Print Release Stations:

Need to get your bearings? Check out our online campus map.

1: Stevenson Union – West Lobby, near the bank ATMs (color and black/white)

2: Library – Among the other printers in the Reference area (black/white only)

3: Central Hall - On the right as you walk into the Decker Writing Studio - 2nd floor, near the English Dept. (black/white only)

4: Greensprings Complex - In the main lobby (black/white only)

5: Madrone Hall - 3rd floor between the elevator and the stairwell (black/white only)

6: Shasta - 2nd Floor - in the back corner of the Study Room (black/white only)

7: Science Building - 1st Floor Central Hallway (black/white only)

There are five ways you can print to the release stations:

1: From any campus lab computer, when ready to print, select the "Green Print Station" printer (any application).

> You can change to single-sided printing, print multiple copies, and print from any application (not just Office documents or PDFs).

> Release your job at any of the Green Print Stations.

2: From your personal device, Use Mobility Print (any application).

Print from your own device, including Windows, Mac, Android, iOS and Chromebooks! You can change to single-sided printing, print multiple copies, and print from any application (not just Office documents or PDFs). To get started with Mobility Print, follow the instructions for your device: Mac, Windows, iOS, Android, Chrome.

This option is only available when you are on campus! Use one of the other options below when printing from off-campus.

Release your job at any of the Green Print Stations.

3: You can send an email attachment to: green-print-station@sou.edu or green-print-color-station@sou.edu (Office and PDF documents only!)

Look for a confirmation email from "no-reply@sou.edu" that we've received your print job.

Release your job at any of the Green Print Stations.

4: Log into Web Print and submit a job: https://printing.sou.edu/ (Office and PDF documents only!)

Open a browser and enter https://printing.sou.edu/ into the URL bar or click the Printing Portal link on InsideSOU.
When prompted, enter your username and password

Select Web Print and Submit a Job

Make your printer selection (Green Print sends to one "queue", which can be reached from ANY/ALL Green Print Stations located on the SOU campus.)


Select the number of copies.

Upload the files from your computer.

Release your job at any of the Green Print Stations.

5: Use remote desktop to log into virtualLab.sou.edu and use the Green Print Station printer (Any application).

Click the Start Button on your computer and open Remote Desktop Connection. Enter virtualLab.sou.edu and click connect. For additional instructions on connecting

to VirtualLab, check out our knowledgebase articles for [Windows](#) and [Mac](#).
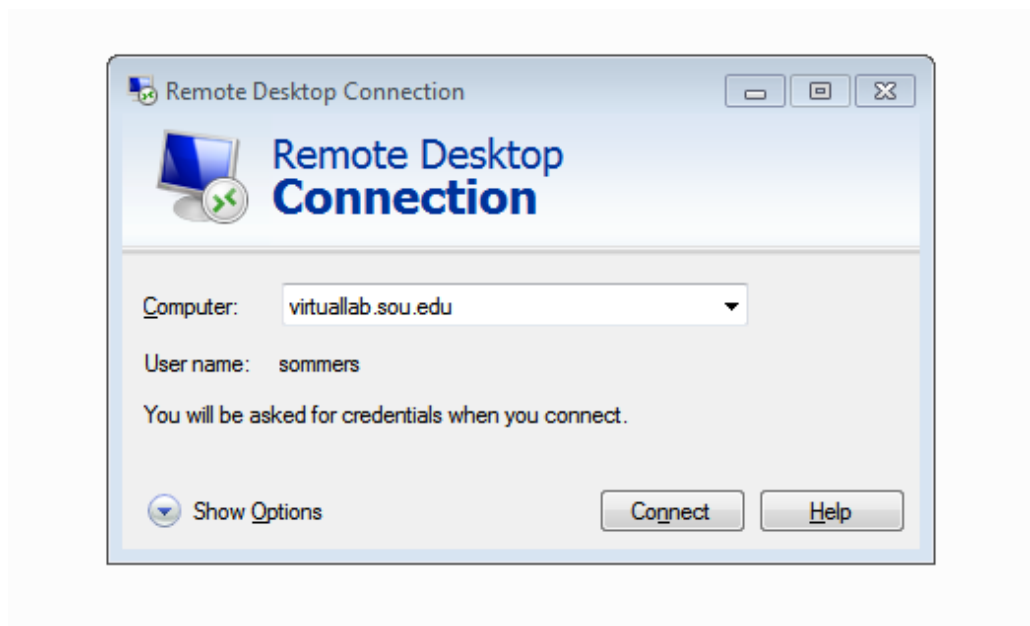
Enter your username and password and click "ok."

This option, just like printing from an on-campus lab, offers the most flexibility. You can change to single-sided printing, print multiple copies, and print from any application (not just Office documents or PDFs). When ready to print, select the Green Print Station printer.

Release your job at any of the three stations listed above.

After printing to the hold queue, you will need to release your job.

You may go to any of the Green Print Release Stations to log in, and select your job(s) to print. Print jobs sent to the Green Print Release queue will be available to print for 24 hours. After that time the job will be removed from the queue.