

How to Print to the Green Print Release Stations

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

SOU uses a **pre-paid printing system** through **Papercut**. To use it you can email your print job, submit it through an app, or even remote in through one of our **Remote Desktop Connections**. This will send a request to the **Release stations** to print the item you asked for it to print.

Below are some instructions on how to do those things.

There are four ways you can print to the Release stations.

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

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**.

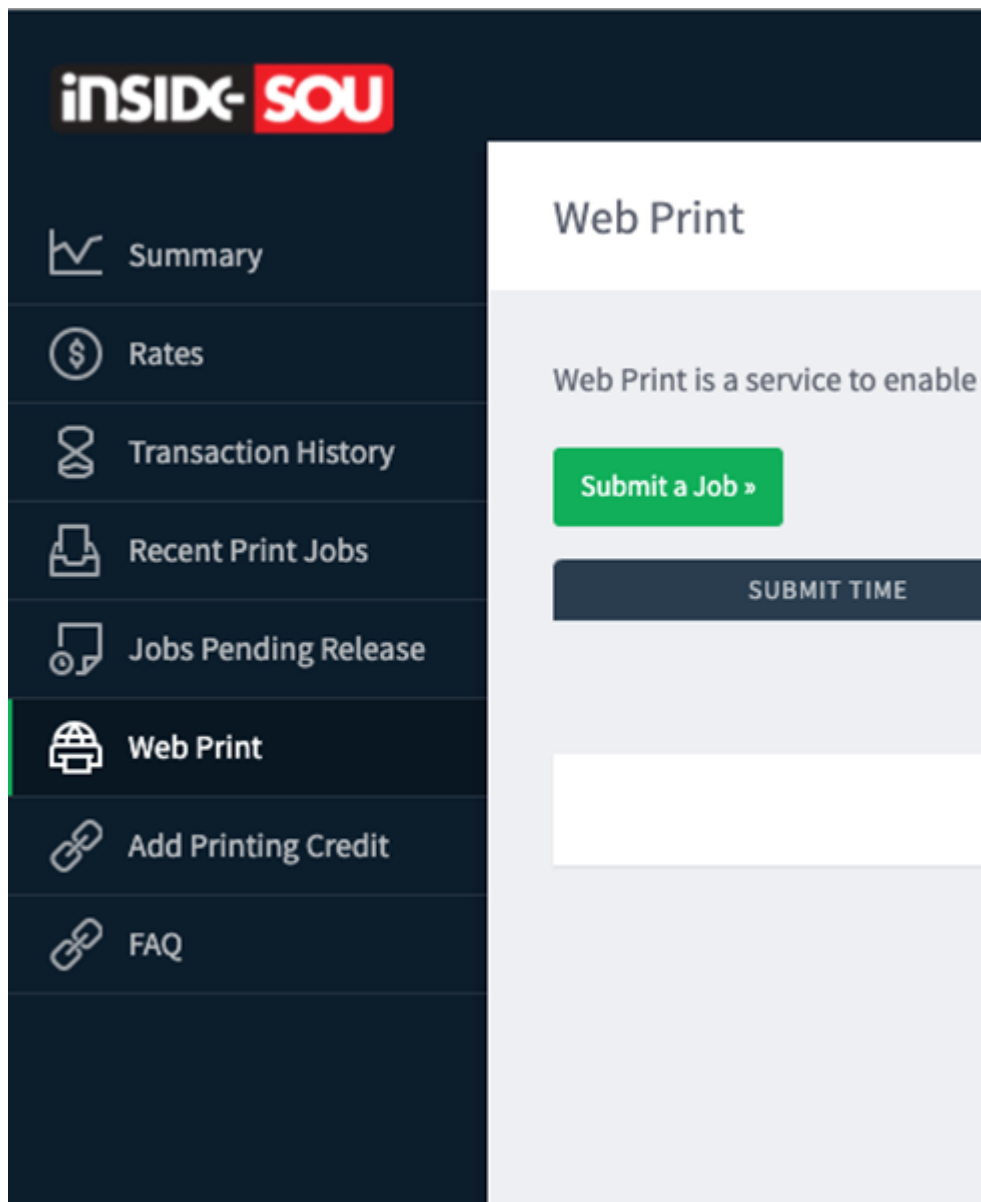
2: You can send an email attachment to: green-print-station@sou.edu or green-print-color-station@sou.edu (Office and PDF documents only!)

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**.

3: Log into Web Print and submit a job: (Office and PDF documents only!)

- Open a **browser** and enter <https://printing.sou.edu/> into the **URL** bar or by finding the **App** in **OKTA** and selecting that.
- 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 a printer:

>

PRINTER NAME ▾	LOCATION/DEPARTMENT
<input type="radio"/> apprint01v\Green Print Color Station (virtual)	Multiple Campus Locations
<input checked="" type="radio"/> apprint01v\Green Print Station (virtual) 1	Multiple Campus Locations

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- *Select the number of copies.*

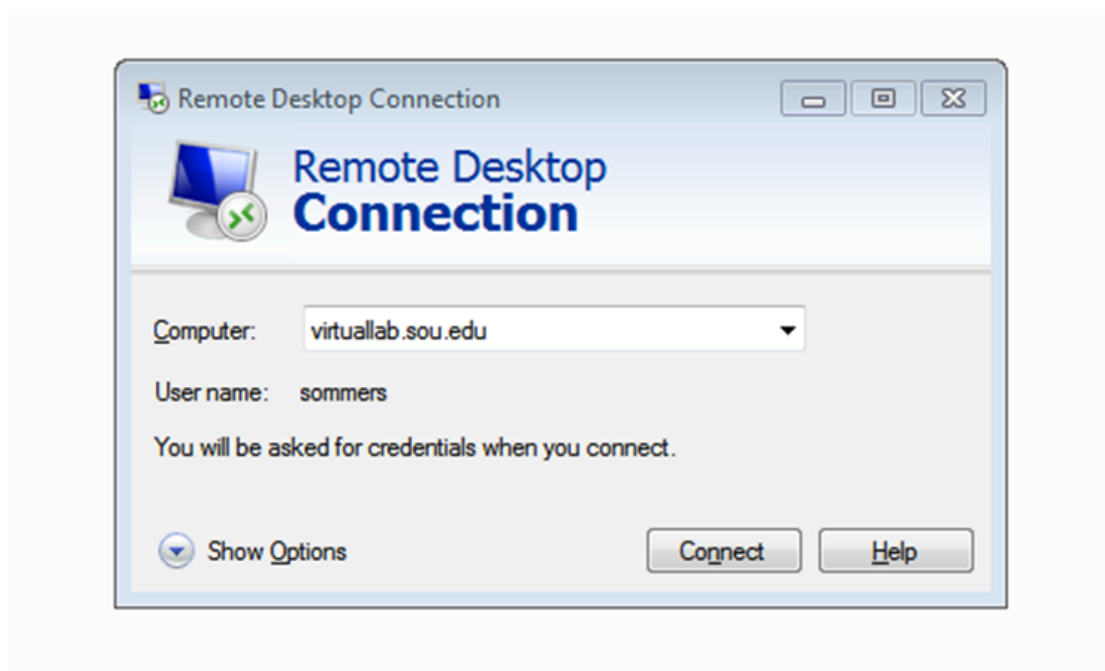
- Upload the files from your computer.

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

4: Use Remote Desktop to log into virtualLab.sou.edu and use the Green Print Station printer:

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 **SOU username** and **password** and click **Ok**.

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

After printing it to the **Hold Queue**, you will need to release your job.

Note

- 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.

Note

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.