Before using the printing system make sure you’ve signed up for the IFA Print account.

Select Print from the menu of the program you are printing from (or press CTRL+P or COMMAND+P) and press OK or PRINT and you will see this prompt from the printing system requesting your username and password for the job (NOT THE ACCOUNT PASSWORD)

The system will prompt you to enter your NYU NetID as your username and a password for the print job, you can generate whatever password you wish but please note that you will prompted to enter this password again at the printer release station to print the job. Class assistants will have a separate Logon ID that will apply to print jobs for that class. Class assistants who accidentally use the wrong logon account to print will not have their balances corrected in the event that happens.
Once you have entered your information the following screen will appear:

Press Yes to accept the debit from your quota.
Go to the Print Release station (currently where the Lab Aide sits) and enter your Logon ID (NYU NetID) and click Logon (please note that your Logon ID does not have a password associated with it until you create one in the account management screen which is available after logging into the Print Release station. DO NOT ENTER your print job password on the workstation Login screen)
Once you have typed your Logon ID and pressed Logon the following screen will appear:

If you have any pending print jobs they will appear in queue under job name and owner. Select the documents you wish to print and press the Print button. This will prompt a dialogue box requesting print job password. Enter that password and press OK.

MAKE SURE TO CLICK THE LOGOFF BUTTON ON THE LOWER LEFT HAND CORNER BEFORE LEAVING THE WORKSTATION OTHERWISE YOUR QUOTA MAY BE DEPLETED BY OTHER USERS SINCE YOU ARE STILL LOGGED IN.