How to Use the Student netZcore Printing System

When you are ready to print select either the "Palomar 10 Cent Black & White" or "Palomar 30 Cent Color" printer

*(Color prints can only be released at a color printer release station)



Once you hit print this will bring up the netZcore web client (if for some reason it doesn't open automatically you can open it from the system tray) Select the job (s) you want to send to the release station for printing and click on "Pay at Station" (no funds will be deducted from your account at this point).

File Help						
						 Logout 123456789
	М	y Print Jo	bs	Му	/ Account	
Print Jobs						Account Summary
Document Title	Pages	Copies	Cost	Print Queue	Submitted	Account 123456789
soft Word - Document1	1	1	\$0.10	PCLP01	09/03 09:50AM	Available \$38.50
Pay at Station Cancel jobs						Add Value
						Transaction Summary
						Total\$0.00Print0 Pages

At this point your document has been sent to the netZcore release station. You can go to any release station district wide and release your print job

	п] ≉ ∣ ℤ ❶ Logout
		My Print J	obs	Му Ас	count	1234567 89
Print Jobs						Account Summary
Document Title You may pick up your	Pages print jobs at a	Copies a Print Relea	Cost se Station	Print Queue	Submitted	Account 123456789 Purse Quota Available\$38.50 Add Value
						Transaction Summary
						Total\$0.00Print0 Pages

At the release station login and select the document (s) you want to print and click continue

		Select one or more jobs			
Date/Time	Printer	Title	Pages	Copies	Price
2:41pm 9/2	PCLP01	Test Page	1	1	\$0.10
2:49pm 9/2	PCLP01	Test Page	1	1	\$0.10
9:50am 9/3	PCLP01	Microsoft Word - Document1	1	1	\$0.10

Documents Selected: 1	Total Price: \$0.10
= Discard	Continue

The documents listed are ready to print with total pages and cost shown

Date/Time Printer Title Pages Copies Price 9:50am 9/3 PCLP01 Microsoft Word - Document1 1 1 \$0.10 Click "Pay and Print"						
9:50 am 9/3 PCLP01 Microsoft Word - Document1 1 1 \$0.10 Click "Pay and Print"	Date/Time	Printer	Title	Pages	Copies	Price
Click "Pay and Print" Pay and Print	9:50am 9/3	PCLP01	Microsoft Word - Document1			
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You will then get a message that your document (s) have been printed at the printer listed



That's it and be sure to log out

