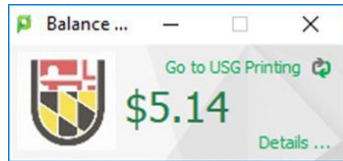
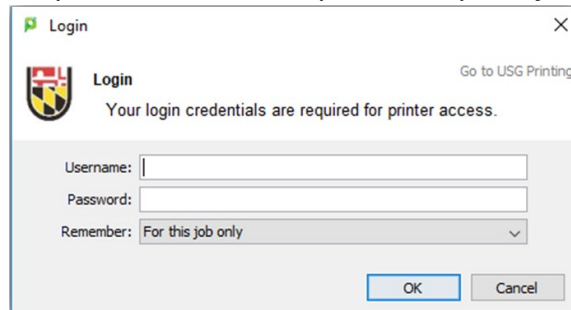


USG WORKSTATION PRINTING

1. Log into any USG workstation with your **“USG Logon ID”** (i.e.: SG123456)
2. Upon logon you will see a popup window show the balance of USG Printing account.



3. Click on the **“—”** to minimize the USG printing **“Balance...”** widow or leave as it is.
4. Click on print from file menu and make sure chose a **“Black&White-Print-To-Be-Released”** for black & white or **“Color-Print-To-Be-Released”** for color print queue to print.
5. Click on the **“Print”** button to authenticate with your **“USG Logon ID”** and credential to proceed with complete the print job.



6. If don't have the sufficient balance it will prompt you with **“Not enough credit”**.
7. Go to desired printer location to release your print job.