Releasing a Print Job

Login

*Note* Username and password are the same credentials when logging into email address
STEP 2

After logging in you will be directed to the account home page.

Select the Jobs Pending Release tab on the left hand side.
STEP 3

When the page loads you will see all pending print jobs waiting to be released.
When the page loads you will see all pending print jobs waiting to be released. You can choose to print one specific job by clicking the PRINT button next to the specific job.
STEP 5

You can also choose to print all pending documents. Navigate to the bottom of your screen and click the **Print All** button.