

Releasing A Print Job

STEP 1

Login

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



JOHN JAY COLLEGE OF CRIMINAL JUSTICE **CUNY** **Print Release Station**

Please log in with your John Jay College account and password.
Click Done when you are finished with your session.

Username
Password

Contact the HelpDesk at 212-237-8200 if assistance is required.
Paid For By Student Technology Fee.

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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.

Print Release Station

User: jgradowski. Your balance: \$31.65 Refresh

User	Printer	Document	Machine	Pages	Cost	Action
⌵ jgradowski	ITSS-L27200NB-BW	http://www.jjay.cuny.edu/	ITSS-L27206-02	2	\$0.10	Print Cancel
⌵ bpeters	ITSS-L27200NB-BW	http://www.jjay.cuny.edu/	ITSS-L27310-02	2	\$0.10	Print Cancel
⌵ daniela.piotto	ITSS-L27200NB-BW	https://esims.cuny.edu/LoggedInServlet?Curr...	ITSS-L27206-10	1	\$0.05	Print Cancel
⌵ nyiema.gambrell	ITSS-L27200NB-BW	The%20Emergence%20of%20Critical%20Inci...	ITSS-L27205-01	8	\$0.28	Print Cancel

Exit
Print All Cancel All
Done

PaperCut MF 11.6 (Build 15782)


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STEP 4

OPTIONS FOR PRINTING

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.





Print Release Station

User: jgradowski. Your balance: \$31.65 Refresh

User	Printer	Document	Machine	Pages	Cost	Action
jgradowski	ITSS-L27200NB-BW	http://www.jjay.cuny.edu/	ITSS-L27206-02	2	\$0.10	Print Cancel
bpeters	ITSS-L27200NB-BW	http://www.jjay.cuny.edu/	ITSS-L27310-02	2	\$0.10	Print Cancel
daniela.piotto	ITSS-L27200NB-BW	https://esims.cuny.edu/LoggedInServlet?Curr...	ITSS-L27206-10	1	\$0.05	Print Cancel
nyiema.gambrell	ITSS-L27200NB-BW	The%20Emergence%20of%20Critical%20Inci...	ITSS-L27205-01	8	\$0.28	Print Cancel

STEP 5

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

