Log in, print and delete documents at a printer

If you have sent a document to the print queue to print, you will need to login to print the
documents.

See the instructions below on how to use the University printers to collect documents sent to print.

Log into a University printer using your university card

1. Go to the printer you want to print your documents from.

2. On the printer, place your University card against the card reader zone. Wait
while you are logged in.

3. Press the Release button on the touch screen to view your selection of Held
Documents.
Print your documents

On the touch screen you can choose to print all your documents at once, a selection of documents or a single document to print.

1. Choose the document(s) you want to print, or press Select All to print them all at once.

![Job List Image](image1)

2. Press the blue Start button on the printer to confirm your choice and print your document(s).

![Start Button Image](image2)

Delete a document from your print queue

To delete unwanted print jobs

1. From your list of held print jobs, select the document(s) you want to delete.

2. Press Delete.
3. If required, confirm the deletion.

To log out when finished
Use the Log Out button on the printer.