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.

Covid-19
During the University lock-down many of the printers around campus will be unavailable. The printer in Pendle's porters lodge is now available Monday-Friday from 9am to 5pm (access via the back door in the conservatory). Please remember to wash your hands before & after use, and to maintain social distancing.
3. Press the **Release** button on the touch screen to view your selection of **Held Documents**.

![Release button on touch screen](image)

### 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.

![Release Station Job List](image)

![List Update button](image)

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

![Blue Start button](image)
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.