How to use Print Release Station

1. After you print from your workstation, find the Print Release Station close to desireable printer
2. Log-in with your student ID and password

3. You will see all print jobs you have send

4. To release the job, click the “Print”
5. The print credit will be automatically deducted based on your job’s number of pages
6. After finish, click the “Done” button to log-out