

How to use Print Release Station

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

Print Release Station

To begin, enter your details ...

Username

Password

OK

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3. You will see all print jobs you have send

Print Release Station

User: student6. Your balance: \$15.40 Refresh

Time	User	Printer	Document	Machine	Pages	Cost	Action
18:04:00	student6	stdp1server\SHARP MX-M453N ...	Untitled - Notepad	TEST-PC	1	\$0.10	Print Cancel
18:03:38	student6	stdp1server\SHARP MX-M453N ...	Untitled - Notepad	TEST-PC	1	\$0.10	Print Cancel

Print All Cancel All Done

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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