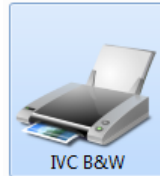




Printing and Releasing a Document

Documents will remain in your print queue for 72 hours

From any desktop application, print your document using print queue **IVC B&W**. Be sure to select print options (i.e. single sided, double sided, copies, etc.) before printing your document as these options cannot be changed later.

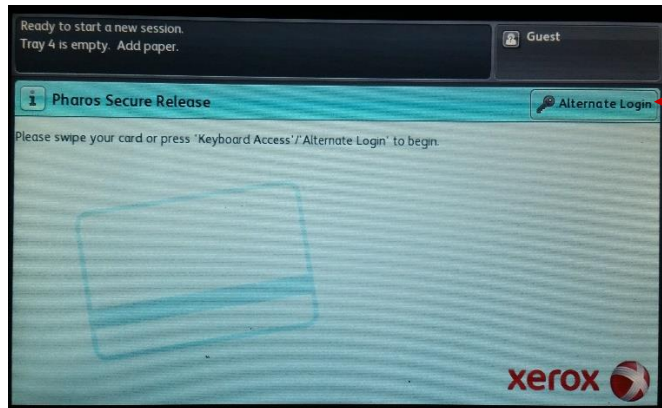


Once the print job is queued you can release the print job from any of the secure release copiers on campus located in A100, A200, B200 and BSTIC.

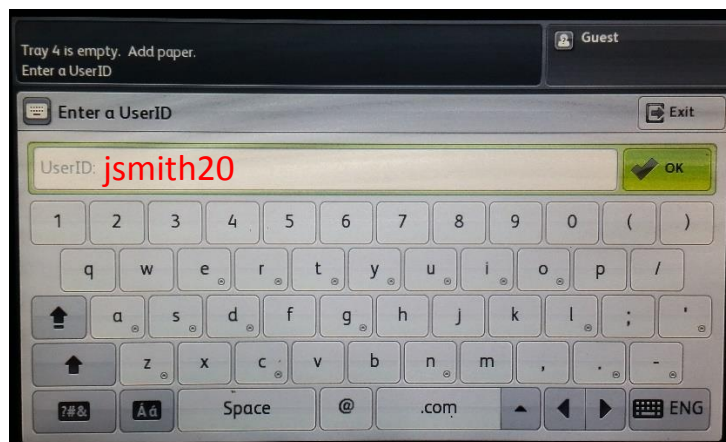
1. At the copier, swipe your Employee ID card or click the **Alternate ID** button.



OR

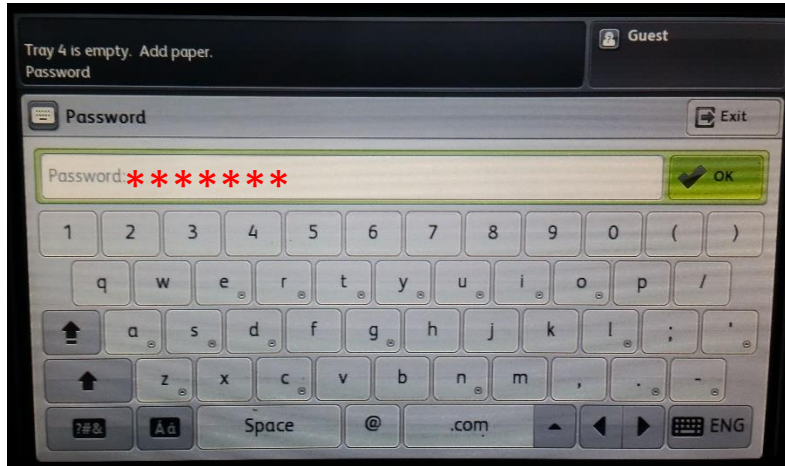


2. If you selected **Alternate ID** above, enter your college **UserID**, i.e. Jsmith20. Select **OK**.

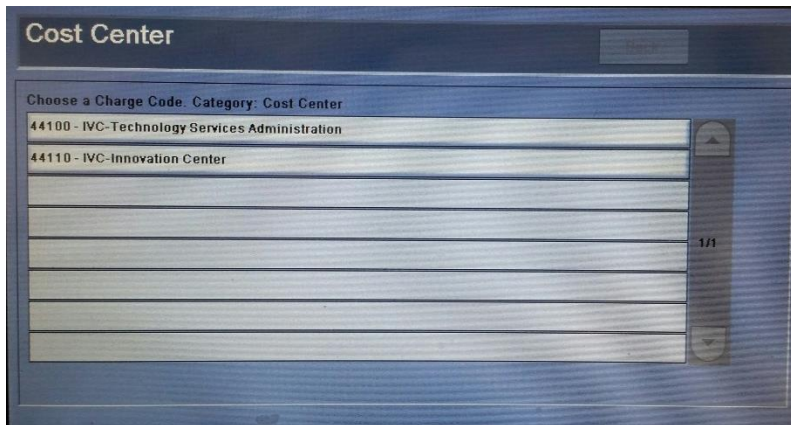




3. Enter your college **Password**. Select **OK**.

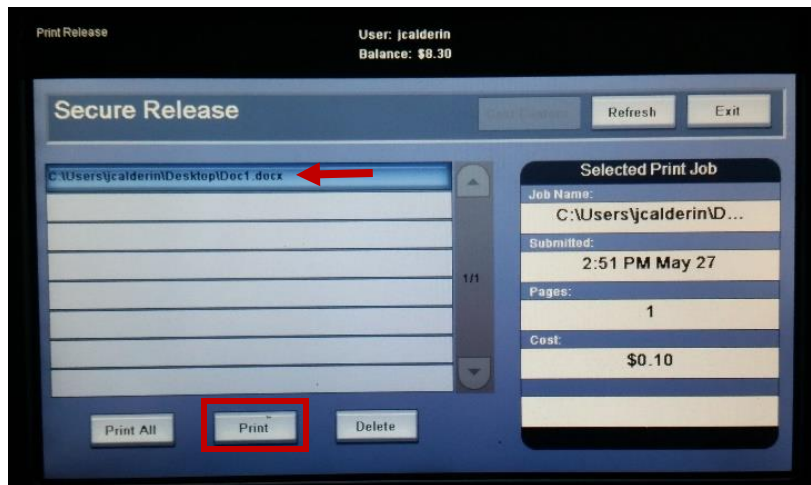


4. Select a **Cost Center**.



*NOTE: If you only have **one** cost center you will not see this prompt.*

5. Your print job will appear on the **Secure Release** screen. Select a document to release and then select the **Print** button (or select **Print All**).





6. Once the document prints, press **Exit** if finished.
7. To log out, click on your UserID at the upper right corner of the screen. (Your session will time out after 1 minute of inactivity.)

