

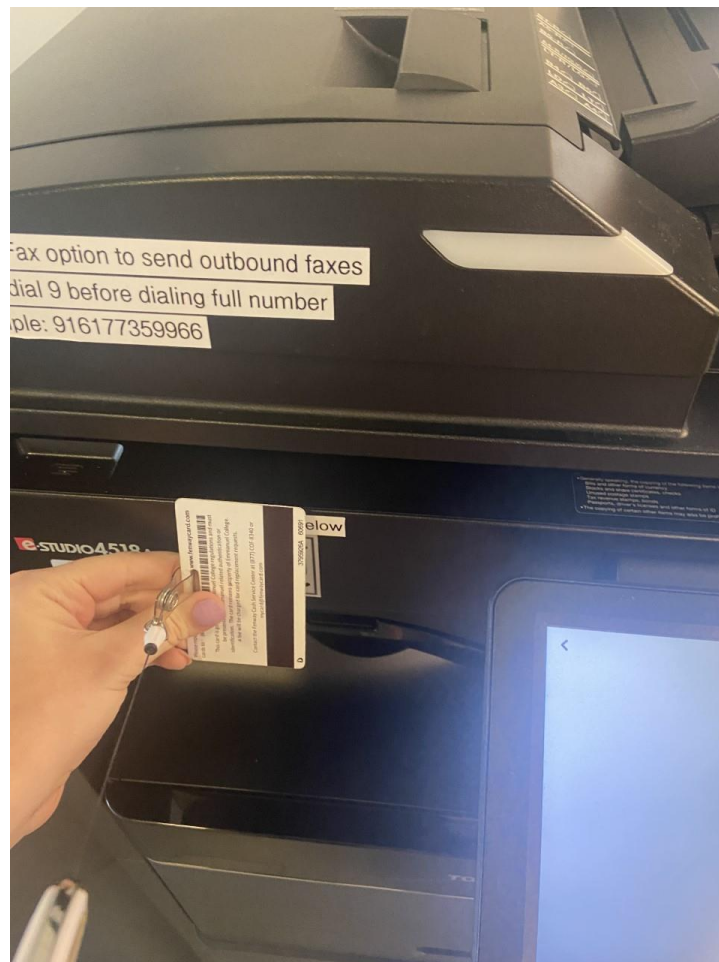


Releasing Print Jobs on EC Print Devices

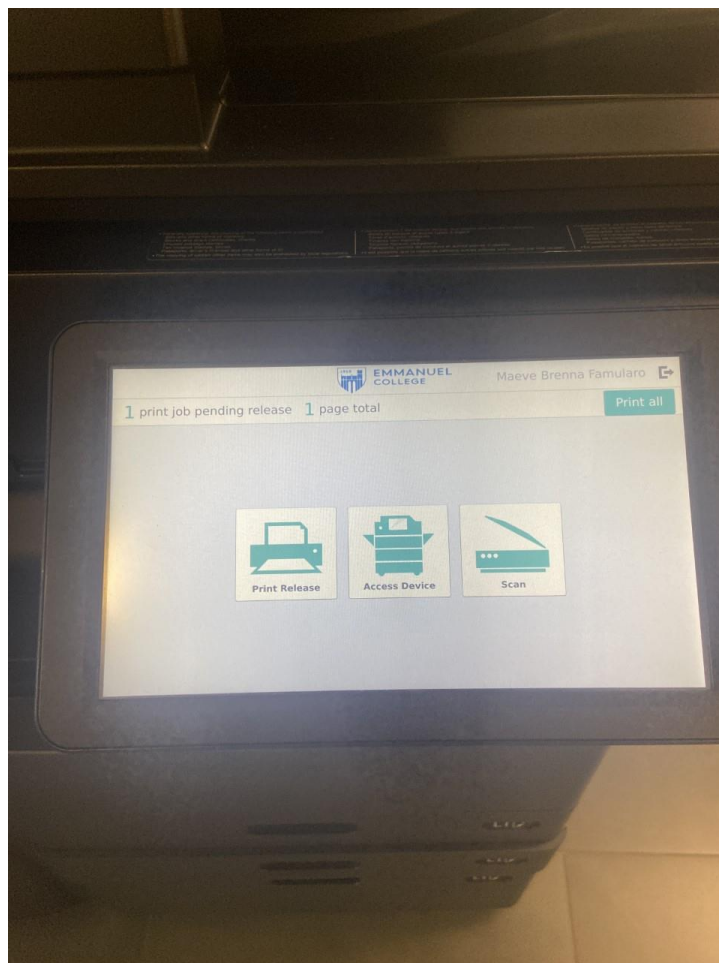
Staff, Faculty, and Students

Toshiba

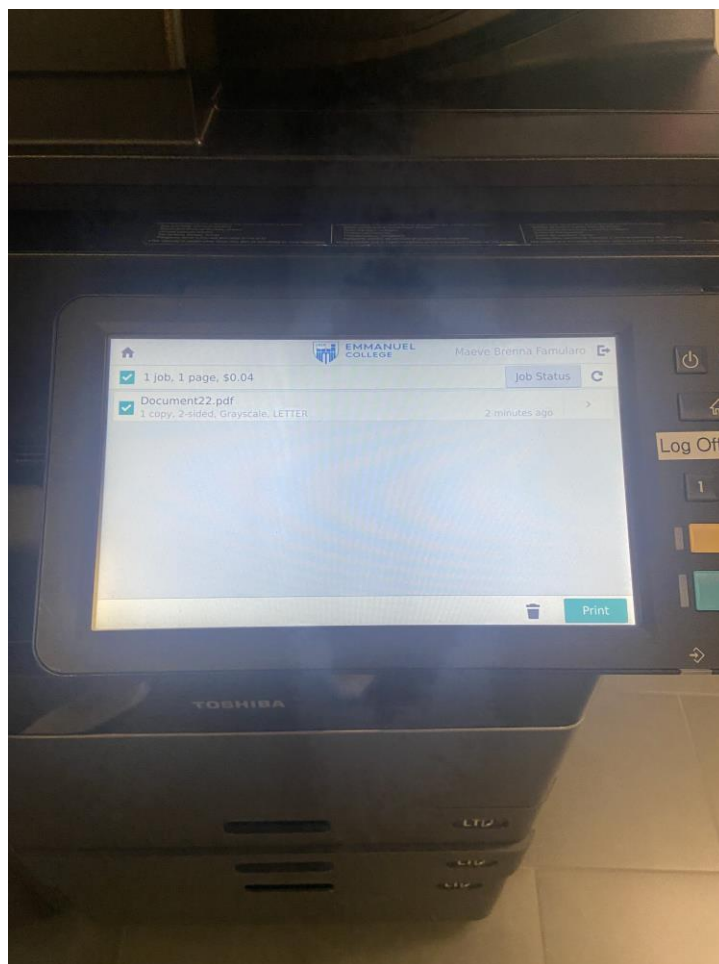
1. Tap your card on the card reader on the front of the device



2. The EC Print Device main screen will appear. Select **Print Release**



3. The Held Print Jobs screen will appear. This shows all print jobs you can print from this device. You can choose to **Print All** or select individual print jobs at a time.

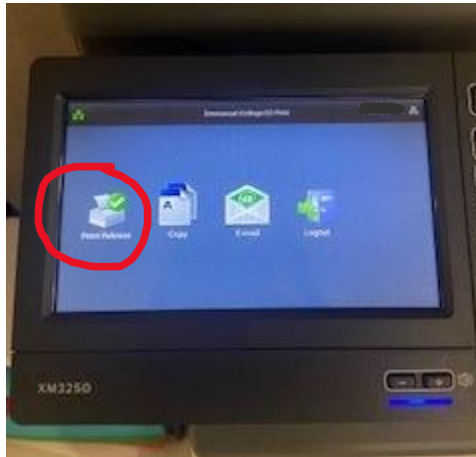


4. Click **Print**. The message “Your job has been queued for printing” will appear if the job is processed correctly.

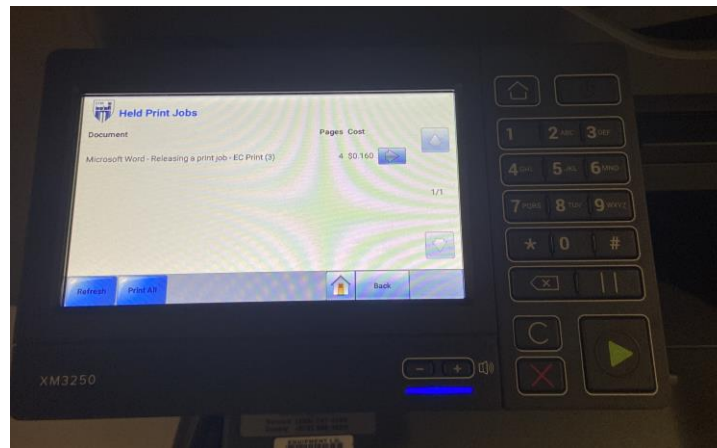


Lexmark

1. Tap your ID card on the ID reader on the side of the printer
2. On the main screen, select **Print Release**



3. The Held Print Jobs screen will appear. This shows all your print jobs that you can print from this device. You can choose to **Print All** or press the arrow to select an individual print job.



4. Press Print and the screen “Your job has been queued for printing” will appear when successfully sent.