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.

3. Press the **Release** button on the touch screen to view your selection of **Held Documents**.
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.

   ![Job List](image)

   ![Start Button](image)

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

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.