

Print Release Station Tutorial:

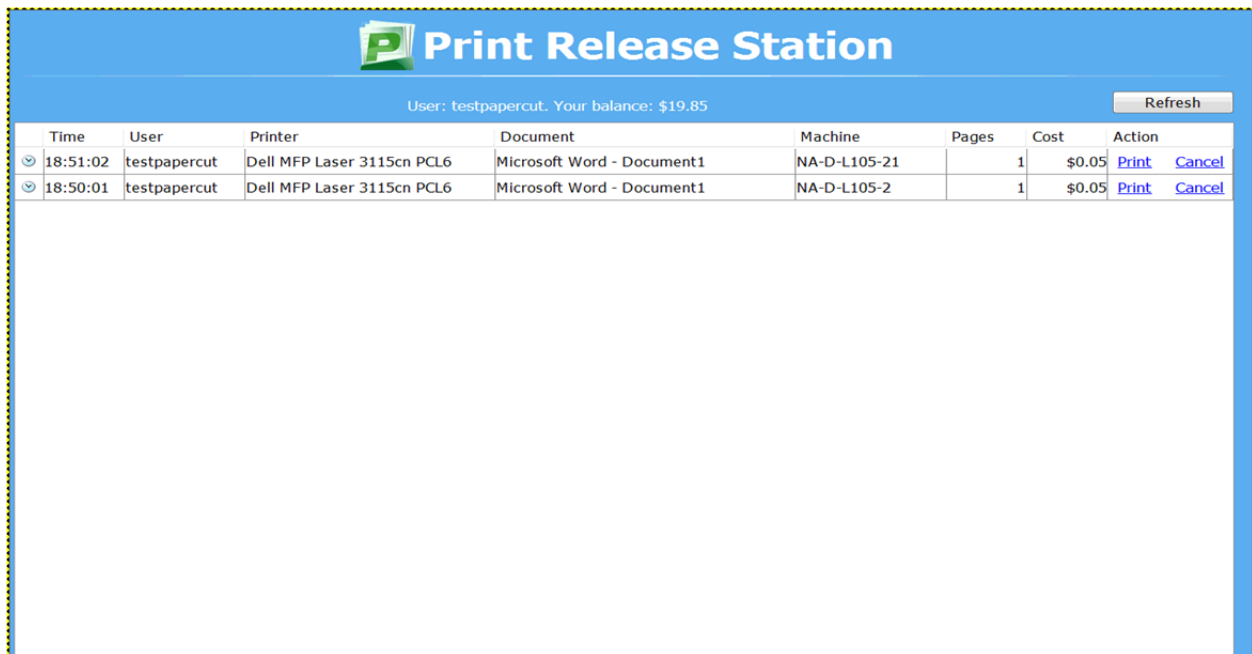
Step 1: Proceed to the release station located next to the printer.

If Screen saver is running, move the mouse and the following window will appear.



Step 2: Log in to the release station using your Wavelink username and password **Or** created Guest Account user name and password.

After login, the system will display a list of print jobs that you may either print or cancel.



Time	User	Printer	Document	Machine	Pages	Cost	Action
18:51:02	testpapercut	Dell MFP Laser 3115cn PCL6	Microsoft Word - Document1	NA-D-L105-21	1	\$0.05	Print Cancel
18:50:01	testpapercut	Dell MFP Laser 3115cn PCL6	Microsoft Word - Document1	NA-D-L105-2	1	\$0.05	Print Cancel

Check the cost and details of the job (print cost will be deducted from your print credit).

Step 3: Click **Print** to release the job or **Cancel** to delete.

Please note that it may take up to 45 seconds for the printer to warm up after clicking Print.

Note: If you can't find your print job it may have 'timed out'. Print jobs are held by the release station for 30 minutes. If they have not been released after this time they will be deleted and will need to be re-sent.