How to release your print jobs

You can release your print job at ANY Olin, Science Library, or Art Library public printer

1. Login
   
   **With your ID Card**
   Swipe your WesID card’s black magnetic stripe using the card reader on the right side of the printer
   
   **With your network login or guest login**
   Touch the screen on the front of the printer to wake it, then use the on-screen keyboard to login using your Wesleyan username and password.
   
   NOTE: you do **not** need to type @wesleyan.edu after your username

2. Choose which jobs to print
   A list of all awaiting print jobs from your WesID will appear. Touch the name of the print job to select it. An X will appear in the box next to the print job.

3. Print your jobs
   Once you have selected all the jobs you wish to print, press the *Print* button at the bottom of the release station’s display, or use the *Print All* button to print all your waiting print jobs.

4. Logout/Exit when you’re done!
   When you are done printing, touch the Logout button to safeguard your personal account!

Notes

- You will only see the print jobs that were printed when logged into a computer with your Wesleyan username.
- Unprinted jobs will be deleted from the queue after 48 hours.
- Guest print and copy charges will be billed to the account of the student that created the guest login.