THE NEW SCHOOL

IT CENTRAL

Making IT easy for you!

v1 091316 RWA

HOW TO USE PRINT ANYWHERE
PRINT RELEASE STATIONS

In an effort to improve sustainability and flexibility for printing across campus, IT has introduced print release stations to the print workflow. This will allow users the ability to print to a type of printer instead of a specific printer and then pick up wherever it is convenient.

Step 1. Once the job is printed (*See our Printing Tip Sheet*), go to the release station by the printer you wish to print from.
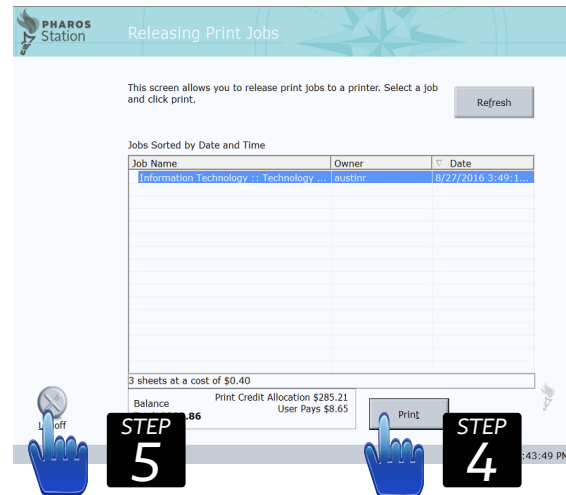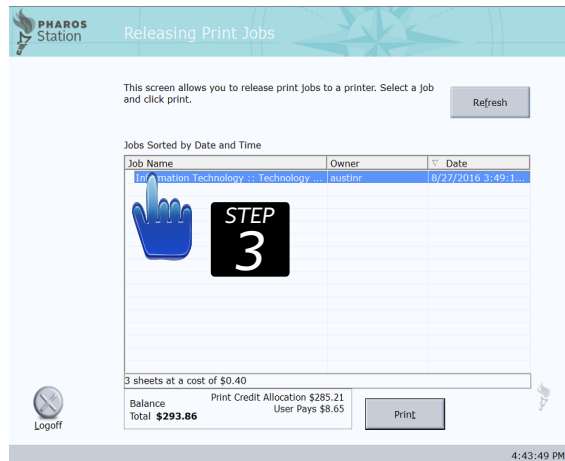
Step 2. Swipe your newcard in the card reader to the right of the touchscreen.
   NOTE: It may be necessary to swipe twice or press the touchscreen first to wake up from screensaver.

Step 3. Select the document you wish to release by pressing the print job with your finger.
   NOTE: Only documents that can be printed on these printers will show up.

Step 4. Select the "Print" button.

Step 5. Select the "Logoff" button when you are finished.
   NOTE: Will automatically logoff after 10 seconds idle.

Documents will only be held in the queue for 4 hours, at which point they will automatically be deleted.

FOR ANY QUESTIONS CONTACT IT CENTRAL AT 212.229.5300 xHELP (x4357).