**Printing Documents**

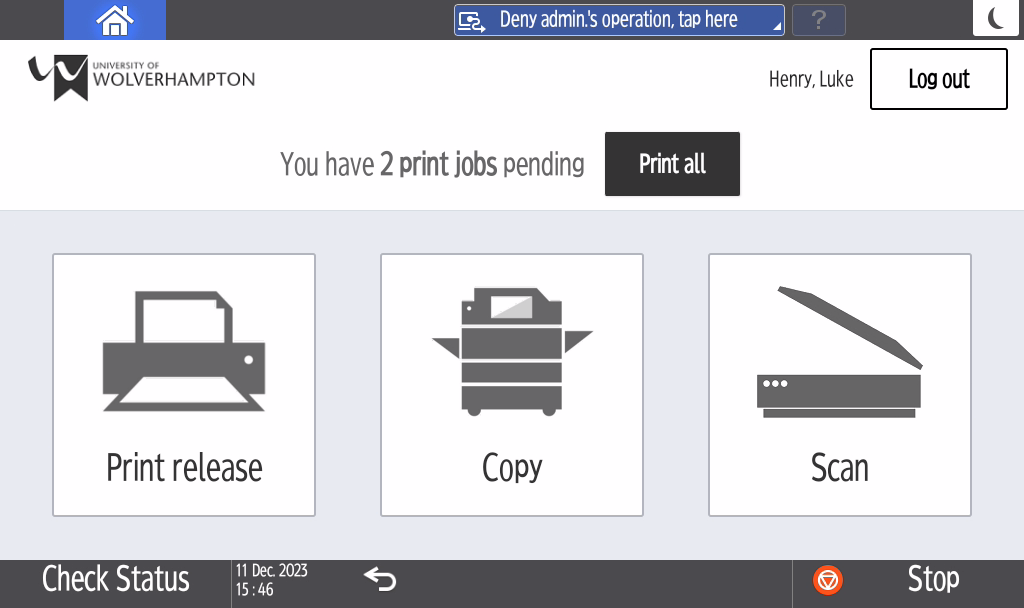
**Home Screen:**

**A screenshot of a computer

Description automatically generated**

**Tap your ID card or enter your university email address and password**

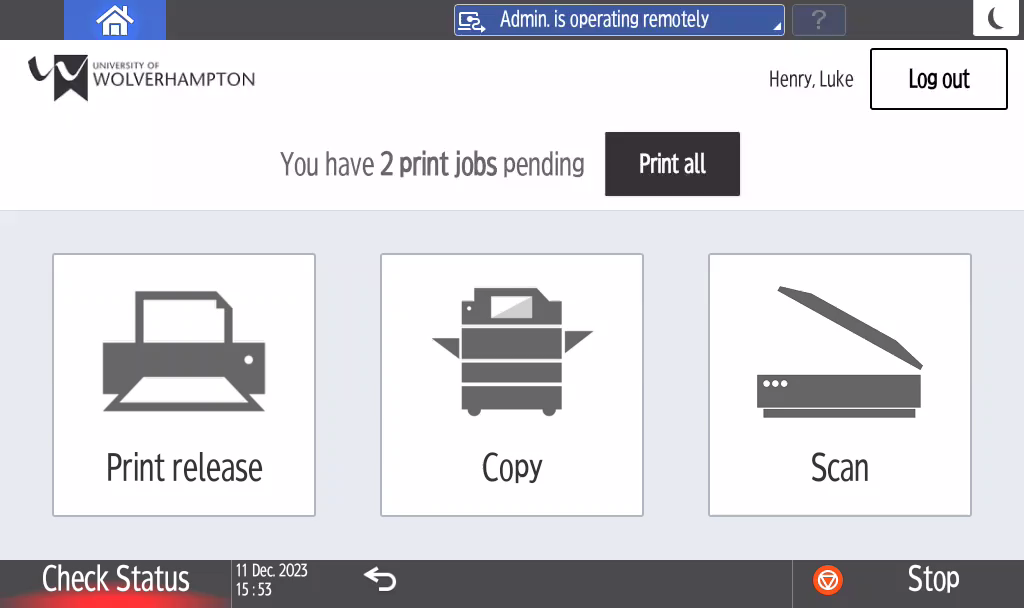
****

**Select ‘Print release’ to print 1 or more documents selectively**

**Choose the document(s) you would like to print and press ‘Print’**

****

**To Print all documents Select ‘Print all’ which will print all queued documents**

****