

-Please scan the QR code below for a quick video tutorial.



-OWU has decided to use badge readers for your login, feel free to skip forward past the login portion of the video

-This video shows how your device will look when you want to release your jobs

Daily use (How to release your jobs)

-Print a document from your computer, which goes to a secure, virtual print queue.

-Go to any MFD that has a badge reader.

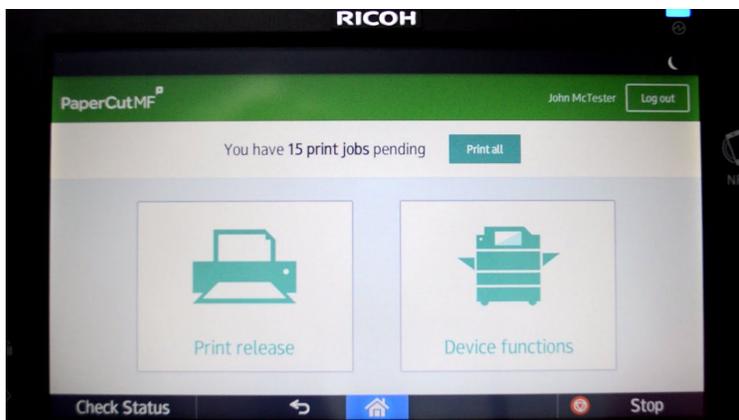
-Tap your badge on the reader.

-A list of your pending print jobs will appear on the device screen.

-Select the jobs you want to release and hit print. You may also hit the "Print All" option.

-Press the Log Out button when you are finished.

Below: is what the main screen will look like



Below: is what the job release looks like

