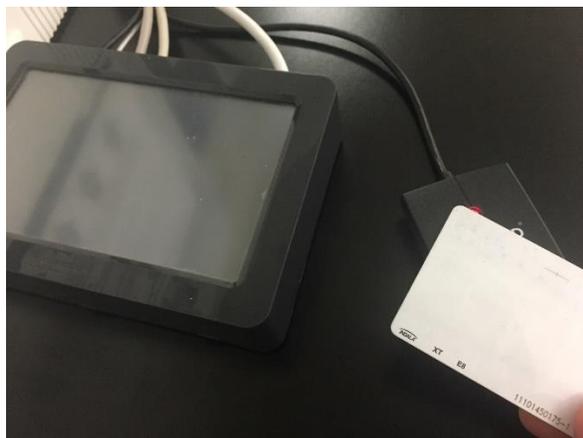


## What is the Alverno Campus Print queue?

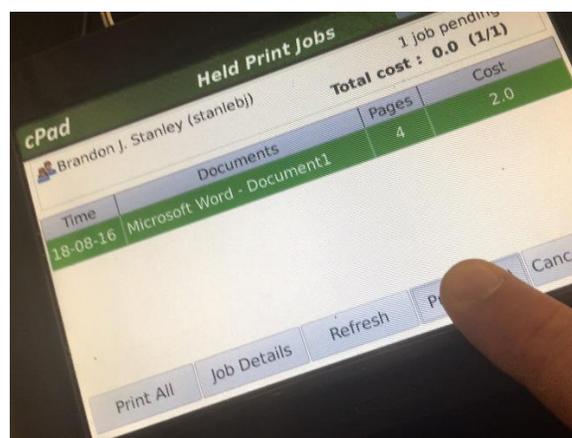
### Print Release Basics

Print release functions are activated on all campus Canon multifunction devices (MFDs) and network printers with attached card readers. Now, whenever you'd like to print to any of these devices, simply choose "**Alverno Campus Print**" as your printer. Go to whichever machine you'd like to retrieve your print job from, and swipe your Alverno ID at the card reader. You'll see a list of your current print jobs on the attached touch-screen device, and you can select any or all of them to print. No ID card with you? Use the touch-screen device to log in with your Alverno network username and password.

#### 1) Swipe ID card at the Proximity card reader



#### 2) Select document(s) and tap [Print], or [Print All]



**Be sure to press the log out button when you are finished printing.**

### Benefits of Print Release

- Waiting lines to pick up print jobs have been reduced because there is no confusion about which printer your document is going to print out on; your print jobs will only print at the device where you swipe your card or log in to release them. You may also release print jobs at the Canon MFD in the Computer Center lobby.
- Color print jobs can be released from the color network printer in RC109B or from the color Canon MFD in the faculty/staff mail drawer room in FOG60 (the basement of Founders Hall). This room is open 24 hours a day/7 days a week (when the College is not closed for holidays or winter break).
- With Print Release, you don't have to worry about someone accidentally grabbing your print job with their own, or about sorting through print jobs at a printer looking for your documents.
- Your printing pages are only decremented when you release the document(s) at the printer. If you realize you sent something you really don't want/need to print, just delete that job when you swipe your card to release your print jobs. If you prefer, you may also leave the unwanted print jobs in the queue. Any unclaimed print jobs are deleted from the Alverno Campus Print queue after 24 hours.
- Print Release also enables you to use Mobile/Remote printing. Simply send an email to [mobileprint@alverno.edu](mailto:mobileprint@alverno.edu) from your laptop, tablet, or smartphone and attach your file for printing. You can send these emails from either on or off campus! Please see [Mobile/Remote Printing](#) for details.

Please feel free to ask the Computer Center lab assistants for help if you have any questions about this process. You may also enter an [Alverno Service Desk](#) ticket.

**For quickest results bring your Alverno ID with you**