These instructions cover the process of retrieving a print job using a Print Release Station in various locations throughout Cosumnes River College and Elk Grove Center.

1. Submit a print job using one of the following methods:
    a. **Web Print** (personal devices & Chromebooks)
    b. **Print Menu** (classroom workstations)
        i. Select **PrintAnywhere-BW** for standard prints ($0.10 per page)
        ii. Select **PrintAnywhere-COLOR** for color prints ($0.55 per page)
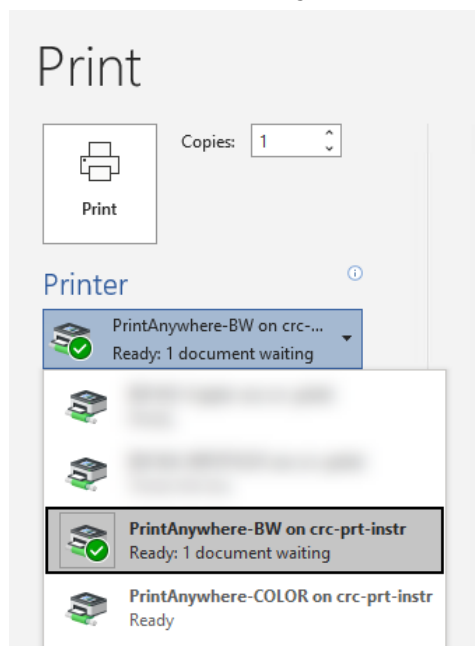
Note: the specific look of the print menu will change depending on the application being used to perform the print operation.

2. Locate a Print Release Station in one of the campus computer labs or classrooms

Note: **Print Release Stations** capable of releasing to a COLOR printer will be clearly identified. All other **Print Release Stations** can only release to a B&W printer

3. Log in using your W+ID and Los Rios Password
4. Your print jobs are displayed alongside the cost for each job.

5. Click **Print** next to each job you would like to release. From this screen you can also print all jobs, cancel individual jobs, or cancel all jobs. Jobs will automatically be <u>removed from the queue after 8 hours</u>.

6. Once you click Print, the line will display the destination printer for a few seconds