the **Gordon**

Print Release Instructions

All the copiers at The Gordon present a logon screen with two options:

- For previously registered ID cards, **SWIPE** your card to log on.
- If your ID card is unavailable, log on using your Gordon computer **Username** and **Password**.
- Once logged on, you will arrive in the landing page (Fig 1), and you will have the option to **print all** your pending documents by clicking [Print all]

SWIPE CARD HERE

the Gordon — TEST

| **12** print job pending release | **12** page total | [Print all] |

Print Release   AccessDevice   Scan   Copy
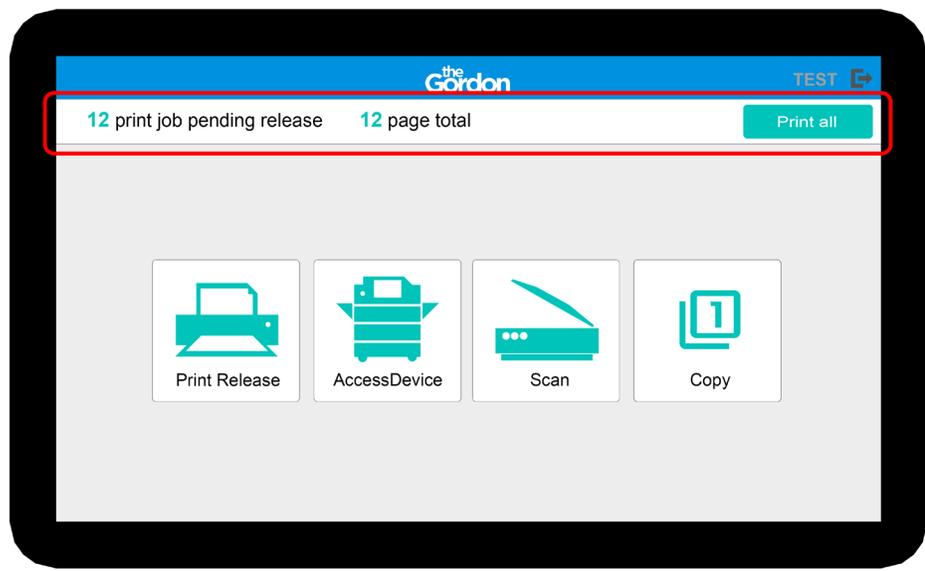
(Fig 1)

Alternatively, any pending print jobs will be presented in the **Print Release** list (fig 2)

- To print a single job, **select** the job from the list and then tap "Print" [Print]
- To print all jobs at once, **select all** jobs from the list and then tap "Print" [Print]
- If a document no longer needs to be printed, select the job and tap the "Bin" 🗑 icon.
- You also have the option to print as grayscale or print as 2-sided.
- Tap the "Log Out" ➡ button when finished.

SWIPE CARD HERE

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Select all jobs ↻

Microsoft Word - TEST PRINT DOCUMENT.docx
1 copy, 2-sided, Grayscale, A4   moments ago >

Microsoft Word - TEST PRINT DOCUMENT.docx
1 copy, 2-sided, Grayscale, A4   moments ago >

Microsoft Word - TEST PRINT DOCUMENT.docx
1 copy, 2-sided, Grayscale, A4   moments ago >

Microsoft Word - CIS_KB-10246_Gordon_Staff_And_Student Guide_ ID_Card_Reg...
1 copy, 2-sided, Color, A4   moments ago >

Microsoft Word - CIS_KB-10246_Gordon_Staff_And_Student Guide_ ID_Card_Reg...
1 copy, 2-sided, Grayscale, A4   moments ago >

Main branch Print Release Copy Release.psd
1 copy, 2-sided, Color, A4   2 days ago >

☐ Print as grayscale   ☐ Print as 2-sided   🗑   [Print]

(Fig 2)

- Waiting print jobs will be deleted automatically after 4 days if they are not released.

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