How to send documents to a Multi-Functional Device

With Print Release there are two print queues:

**Mono:** \is-print3.pcr.bris.ac.uk\Print_Release_B&W_staff
**Colour:** \is-print3.pcr.bris.ac.uk\Print_Release_Colour_staff

Simply choose the queue depending on whether you want black and white or colour prints. The default will be set as the B&W print queue.

**Note:** Colour pages cost on average 10 times more than black and white. Even if there is only one element of colour i.e. a title or hyperlink, the whole page will be charged as colour.

Default settings are: A4, duplex, black and white. If you need to change the settings, you can select the relevant options in the print properties menu when you print your document, for example: stationery type, collating, stapling, etc.

Once you have sent the document to the appropriate queue it will be held for up to 16 hours to enable you to go to a MFD to release it. If you do not print it within this period the job will be removed from the queue. Printing is not charged until it has been released from the MFD.

**How to collect printouts**

Once you have sent your document from your computer to the Print Release queue you will need to find an appropriate MFD to release the print from. Look for the red 'Print Release' signs on the MFD. In locations where Print Release is not yet enabled, the direct print queue will remain.

Login to an enabled device either by placing your UCard onto a reader, or if you do not have your UCard with you use the touchscreen and enter your username and password instead.

Select **Secure Print**

This will bring up the **Print Release menu**.

Your documents that are currently held are reflected in the list. Select the job you want by touching the appropriate job. You can select a number of jobs at this stage, if required.

If you want all jobs to be printed click on **Select All**. Once you have selected the required jobs, click on **Print+Delete**.

To delete a job, select the appropriate job and then click on **Delete**.

Note: Jobs will be purged after 24 hours.
The Canon 1028i devices work in a slightly different way to the larger devices. If the screen is off, press the power button on the side of the screen.

Login into the device by touching your Ucard to the card reader.

Scroll down to Print My Jobs using the scroll wheel or arrows, press OK to select.

Select the printout you would like to release by pressing OK on that document. You can choose to release multiple printouts by selecting them in the same manner. Once you have selected the document(s) you wish to release, press the Print button.

If you have released a print job but the device has a maintenance problem you can delete the released print job by pressing the system monitor button Select print, select the print job and cancel the job.

### Printing from mobile devices and other devices

If you need to print from mobile devices there is information on the [IT services web pages](https://www.itservices.ac.uk). Check the [IT Services Bring your Own Device (BYOD) Print Pages](https://www.itservices.ac.uk) for instructions in respect of Apple Macs and iPads.

#### Other ways to print from mobile devices

- Email the document to yourself (or use Google Drive) and then use a University computer, which will have the print queues present.
- Access your personal MyFiles Filestore (O: drive) from your computer, copy your document to it and then print from a University computer.
- Logon to the Staff Remote Desktop which will let you either access your personal filestore or your computer’s hard drive and will have the Print Release print queues present.

### Log out

To log out of the device either place your UCard on the card reader or select the Logout button. If you do not do this then you will remain logged in for a period of time enabling your documents to be accessed.