Sustainable Print

Key benefits
The new devices with print release functionality will:

- upgrade the quality, speed, functionality, resilience and reliability of printing
- future-proof working patterns
- release printing securely to enabled networked devices
- provide all users with the ability to scan to their personal drive
- improve flexibility and provision for Bring Your Own Device (BYOD) and mobile devices
- reduce the environmental impact, by eliminating unnecessary and unclaimed print, reducing toner usage and paper, energy and costs.

Printing
When you select to print a document, you will be offered a choice of two print release queues – black and white, duplex (set as your default) or colour.

Simplicity - There are only two print release queues on open access computers, black and white or colour. There is no need to know the names and locations of the MFDs

Flexibility - You can decide which MFD to release your printing from, depending on where you are working

Confidentiality - Your document will only print once you release it - no need to rush to the MFD to collect your work before someone else accidentally picks it up

Convenience - If the queue for a MFD is too long; or your closest MFD is out of order; simply release the print from another enabled MFD

Mobile working - Send something to print and then collect it in another building

Time saving - You can send various documents to print and release all of your printing at one time

Reduction in waste - Change your mind about printing something? You’ll have the option to cancel it when you login to the MFD. Jobs held in the print queue will be automatically deleted after 24 hours

How Print Release works
As your area is transformed you will be able to print and release your print requests from enabled devices (identified by the red print release sign) located across the University. You will also be able to print from home and release your printing when you arrive at work.

Print release is a new and easy way for staff to send documents to a print queue and then choose an enabled MFD to release the print from using your UCard. This method makes it more convenient for you to choose an available MFD in the location of your choice and print securely. This eliminates the risk of documents getting lost or picked up by someone else and can reduce print wastage. If a MFD is broken or out of service, then you can simply find a different enabled device and release your print. You do not need to request to print your document again.

Documents sent to the print release queues will not immediately print out but will be stored on the system for up to 16 hours; during which time they can be ‘released’ from any print release enabled MFD. You can choose which MFD to collect the documents from, login using either a UCard or username and password and then decide which documents to print. You can delete any that are no longer required.