

# Releasing Print Jobs at the PRS

## Step 1

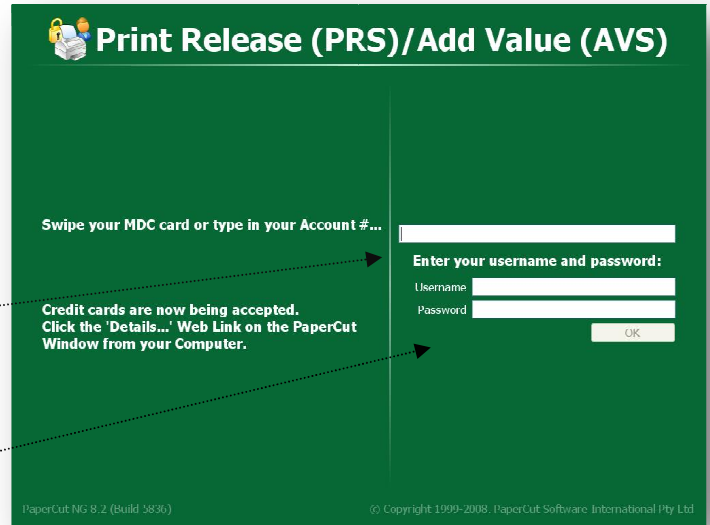
### Log in

At the PRS/AVS Station Screen,

**Students** log in by swiping their MDCard (No Password required) or... by entering their College "Username" and "Password".

**Guests** log in by typing their P2P-Print Account Information previously created via the workstation User Web Interface after they log in with the College 24 hours daily Guest Account.

**Note:** Guests who had an account in the old system may enter it as their new PaperCut "Username" and "Password".

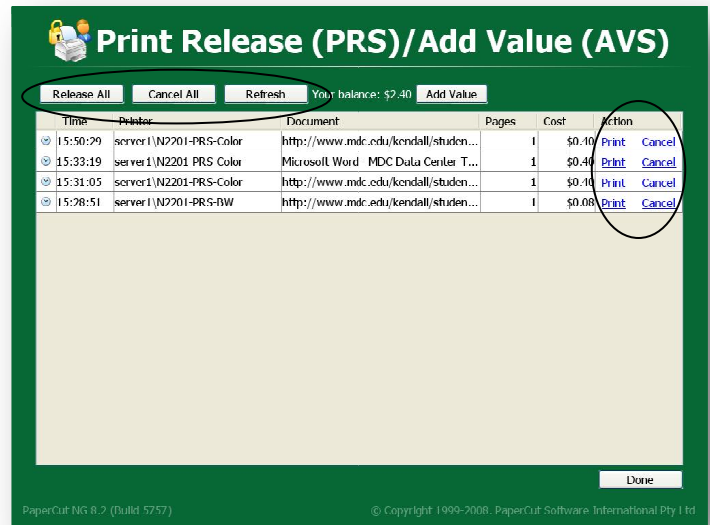


## Step 2

### Make your selection

'Release All', 'Cancel All' or 'Refresh'

To print individual jobs, you may **Print** or **Cancel** any particular print job by clicking on the action links to the right of the desired print job.



## Step 3

### Printing without funds

You may decide to print and add funds after sending your job to the PRS/AVS to save time.

**Please select "Yes"** when prompted, if you wish to add cash to your account and print your print job.

Your print job is released automatically after funds are accepted.

