**Printing Documents**

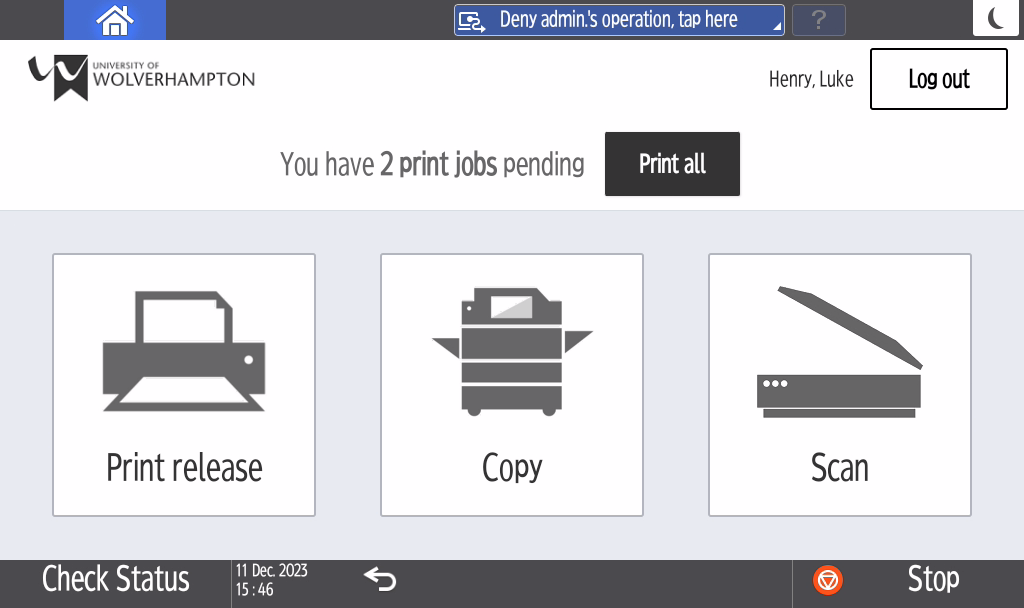
**Home Screen:**

**A screenshot of a computer

Description automatically generated**

**Tap your ID card or enter your university email address and password**

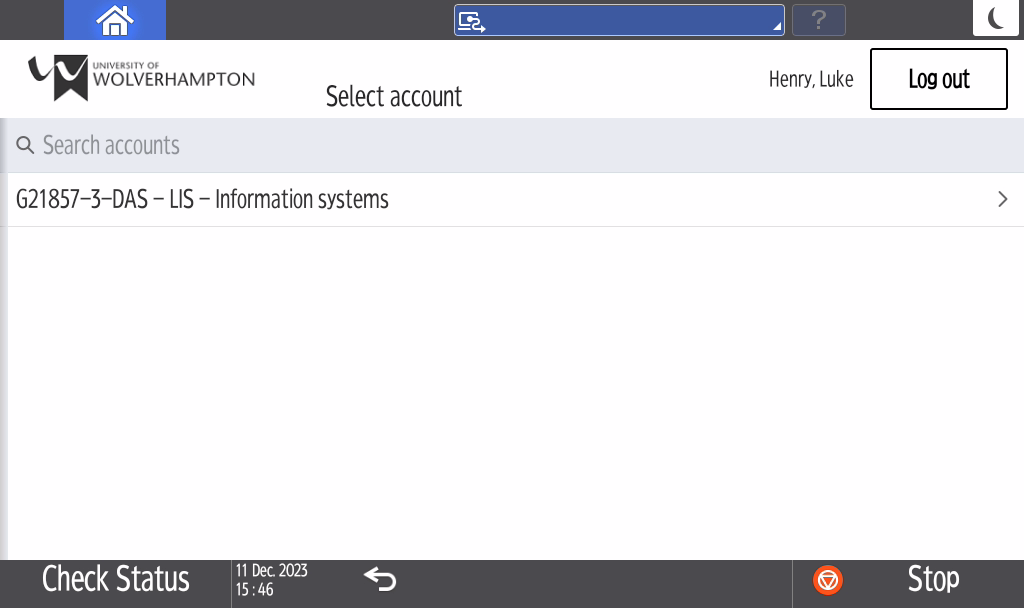
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**Select ‘Print release’ to print 1 or more documents selectively**

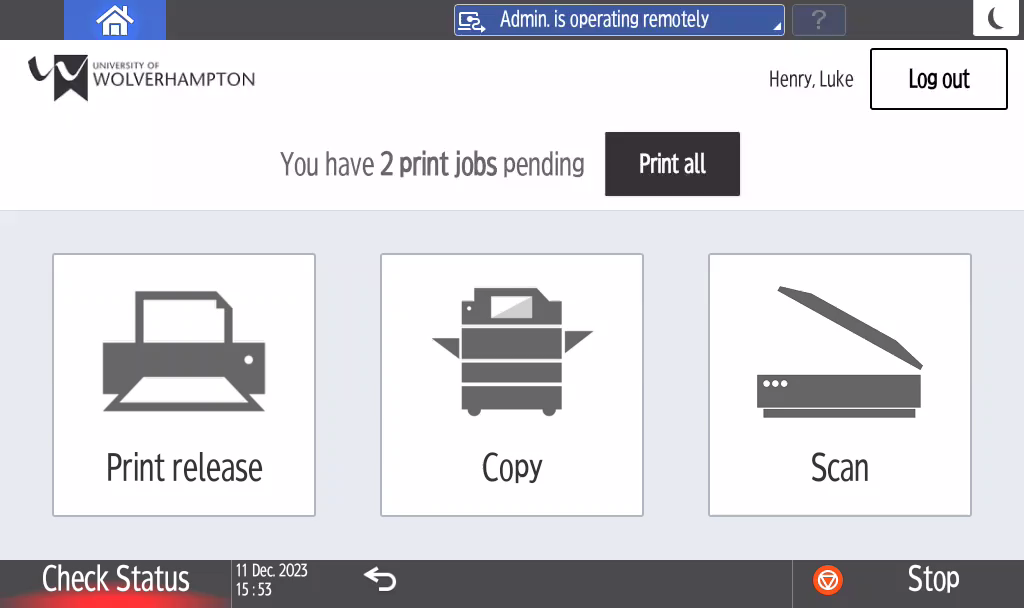
**Choose the document(s) you would like to print and press ‘Print’**

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**Select your work order below (If you have multiple please select the most appropriate)**

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**To Print all documents Select ‘Print all’ which will print all queued documents**

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