

# How to Print-Part 3 (Job Release)

## How to Release a Print Job

Login to an printer (*see this [page](#)*). Once logged in, you'll see the number of print jobs/pages in your queue at the top of the screen. You can select the **Print all** button to print them all with no changes.



Or tap the **Print Release** button, to view the print job list. Here you can select the specific print job you want to print, and optionally change settings (# of copies, single/double-sided, etc) by tapping the ">" button to the right of the print job.



Select the desired job and tap **Print**.

You can also manually delete a print job if desired (*before the 8-hour time limit*).

**\*\*\* The default settings for CCA print jobs are B/W and Double-sided. \*\*\***

Revision #11

Created 2 September 2025 02:25:38 by Jedrael Oliveira

Updated 2 September 2025 04:29:40 by Jedrael Oliveira