How to Release Print Jobs from Self-Serve Print Release Station Computers

Step 1

Go to a self-serve print release station computer in KHW-71, LIB-272(Library), SHE-677, or TRS labs.

Step 2

If you are using a non-ID Cash Card see How to associate your non-ID Cash Card balance to your my.ryerson username.

Step 3

Log on to the computer using your my.ryerson username and password.

Step 4

Click **Print** beside each document to print individual documents.

Step 5

If you cannot find your print job it may have "timed out". Print jobs are held by the system for two hours. If they have not been released after this time they will be deleted.

CCS Help Desk
416.979.5000 ext. 6806
help@ryerson.ca

CCS Reception
LIB-B99
350 Victoria St., Toronto

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Step 6

Please note that it may take up to 30 seconds for the printer to warm up after clicking **Print**.

Step 7

Click **Done** to exit.

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