

Printing

How do I delete a job I have sent to the central printers?

You can delete a job after it has been sent to the central printers and you will not be charged for any pages you didn't print.

- Login to the printer
- Select **Print Release**
- A list of jobs will be displayed
- Click on the job you would like to delete
- Press the **Cancel Job** button to delete the selected jobs

REMEMBER: To log out of the printing - Press the **Log Out** button

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