



# Releasing a Document

IVC and Saddleback College have a shared student print system. Once a document has been added to your student print queue, it can be released for print at any IVC or Saddleback student designated printer or copier.

## IVC locations with student printers/copiers:

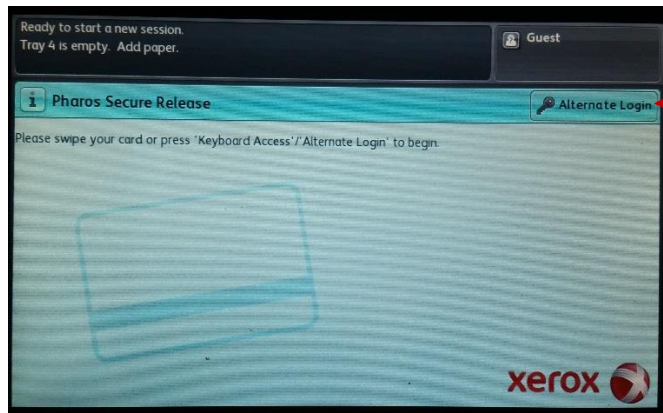
Library (LIB), Student Success Center (BSTIC 110), Math Center (B 363), Writing Center (LA 103), Language Acquisition Center (B 354), and Adult ESL Center (B382).

## To Release a Document for Print

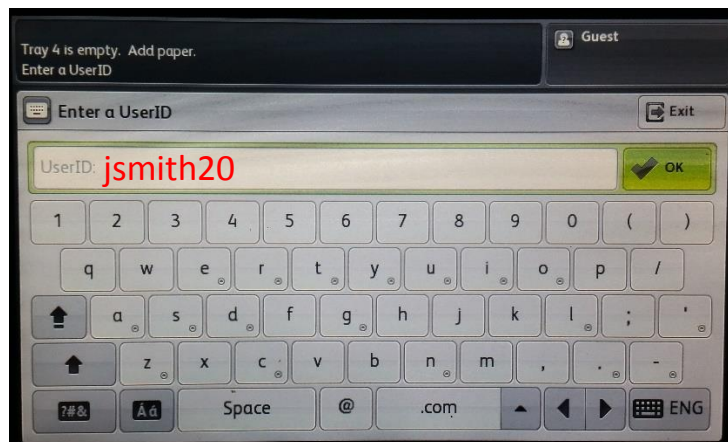
1. Walk up to a designated printer or copier and either **swipe your Student ID card** or click the **Alternate ID** button.



OR

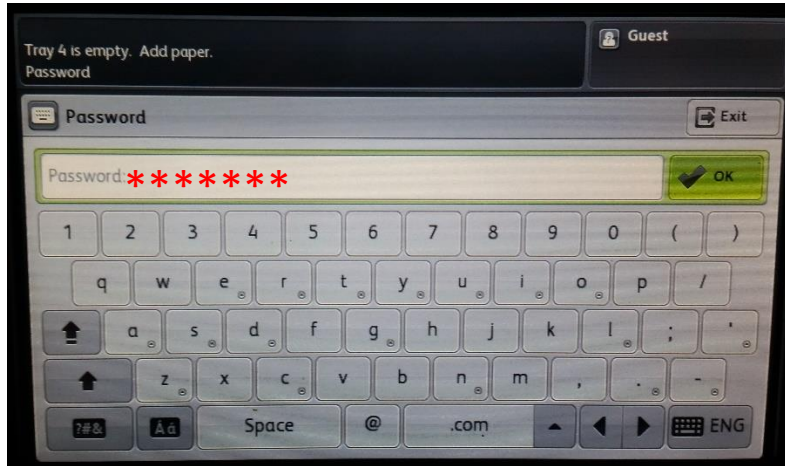


2. If you selected **Alternate ID** above, enter your college **UserID**, i.e. Jsmith20. Select **OK**.

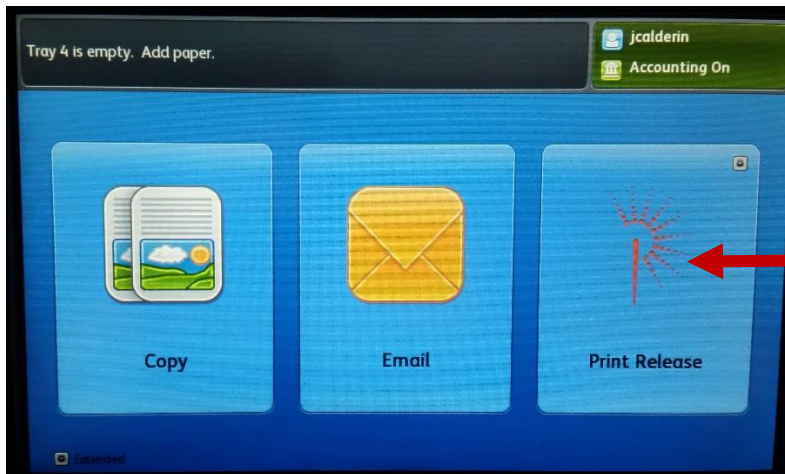




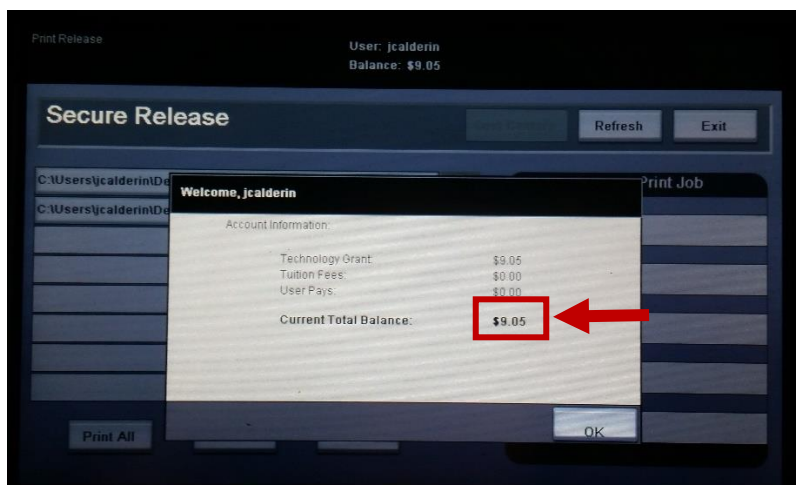
3. Enter your college **Password**. Select **OK**.



4. Select **Print Release**.

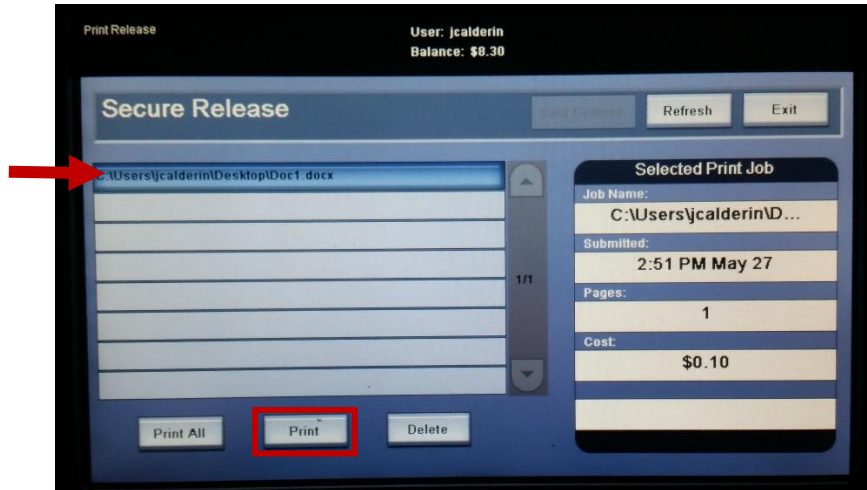


5. The prompt will display available funds. Click **OK** to proceed.





6. Select a document to release (or select Print ALL). The right side of the screen will display funds required to print the document. Click the **Print** button.



7. Once the document prints, the screen will return to your Secure Release queue list. Press Exit if finished.
8. To log out, click on your UserID at the upper right corner of the screen. (Your session will time out after 1 minute of inactivity.)

