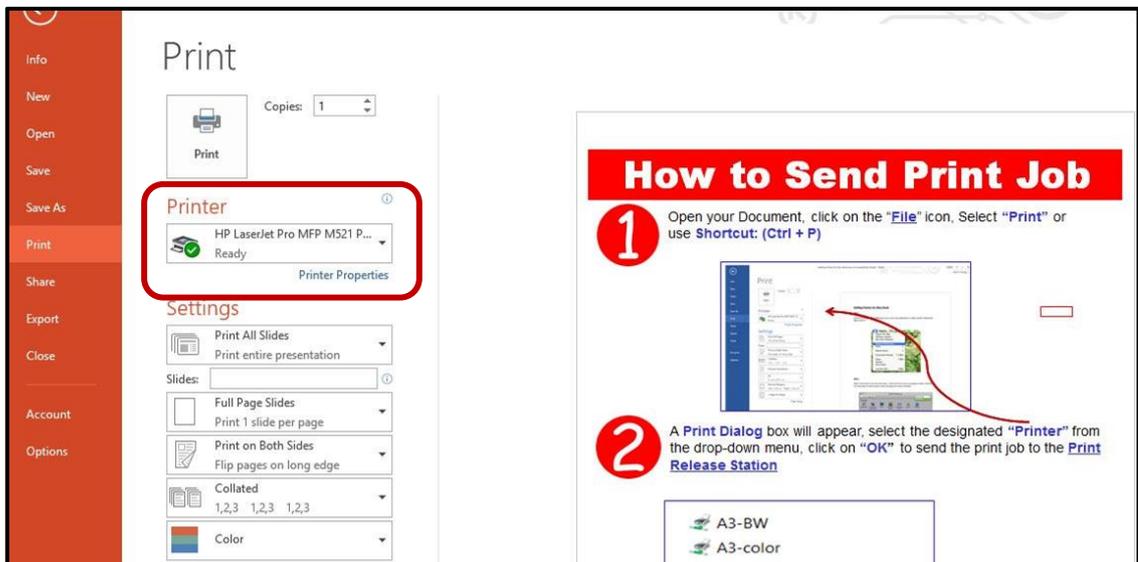# How to Send Print Job

Step 1

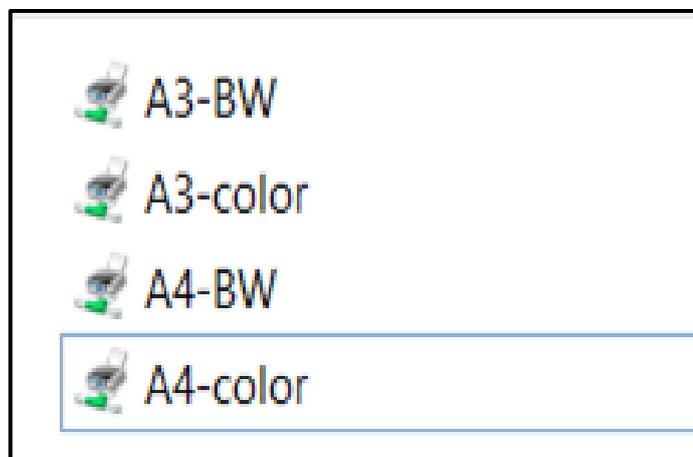Click on "File" and select "Print" or use Shortcut: (Ctrl + P).

A **Print Dialog** box will appear.

Select the designated **"Printer"** from the drop-down menu.

Click on "OK" to send the print job to the Print Release Station.

Step 2

Go to the "Print Release Station" to release your print job to the printer.

Ultra Supplies

For enquiry, please email:

Ultrasupplies@ntu.edu.sg / operations@ultrasupplies.com.sg

How to Release Print Job

Step 1

Place EZLink / NETS FlashPay / Concession card on the card reader and do not remove until transaction finish.

Key in PC name or Student ID and click "Next".
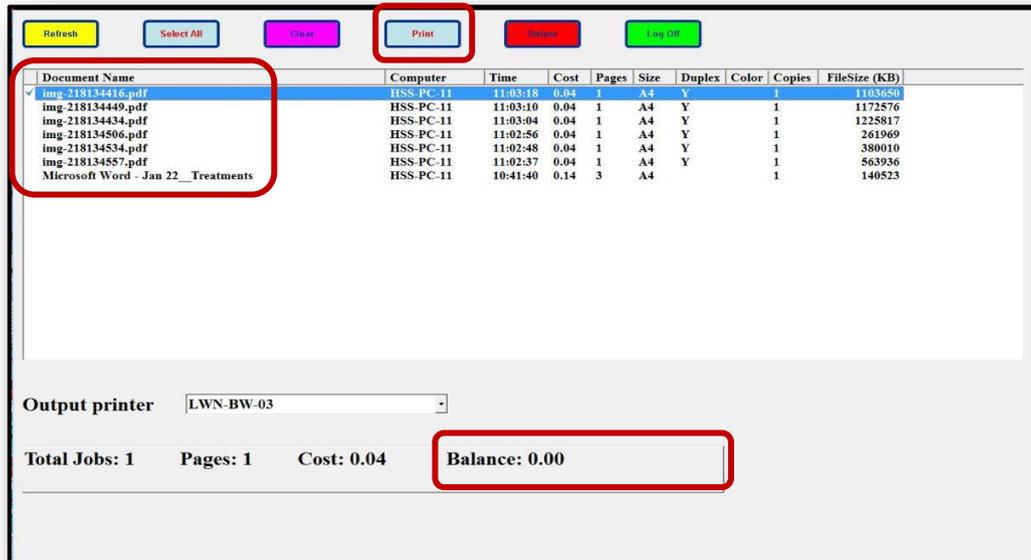

Step 2

Locate the job by the name of your document and time you sent.

Click on the job(s) and select "Print".

The total number of jobs, pages and cost will be displayed. Ensure there is sufficient money in the EZLink card.
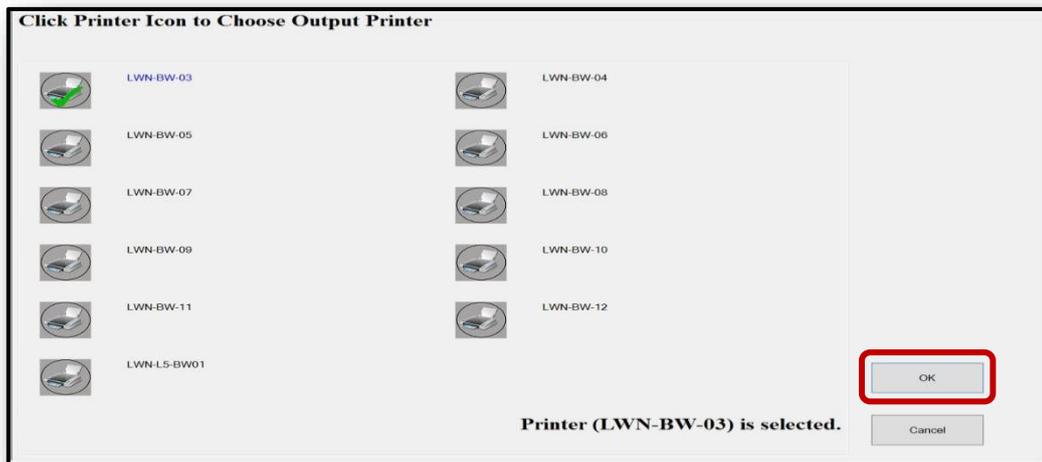
Document Name	Computer	Time	Cost	Pages	Size	Duplex	Color	Copies	FileSize (KB)
img-218134416.pdf	HSS-PC-11	11:03:18	0.04	1	A4	Y		1	1103650
img-218134449.pdf	HSS-PC-11	11:03:10	0.04	1	A4	Y		1	1172576
img-218134434.pdf	HSS-PC-11	11:03:04	0.04	1	A4	Y		1	1225817
img-218134506.pdf	HSS-PC-11	11:02:56	0.04	1	A4	Y		1	261969
img-218134534.pdf	HSS-PC-11	11:02:48	0.04	1	A4	Y		1	380010
img-218134557.pdf	HSS-PC-11	11:02:37	0.04	1	A4	Y		1	563936
Microsoft Word - Jan 22__Treatments	HSS-PC-11	10:41:40	0.14	3	A4			1	140523

Output printer   LWN-BW-03

Total Jobs: 1   **Pages: 1**   **Cost: 0.04**   **Balance: 0.00**

Step 3

Select printer, click "OK" and collect print job from Printer.

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