

# How to Send Print Job

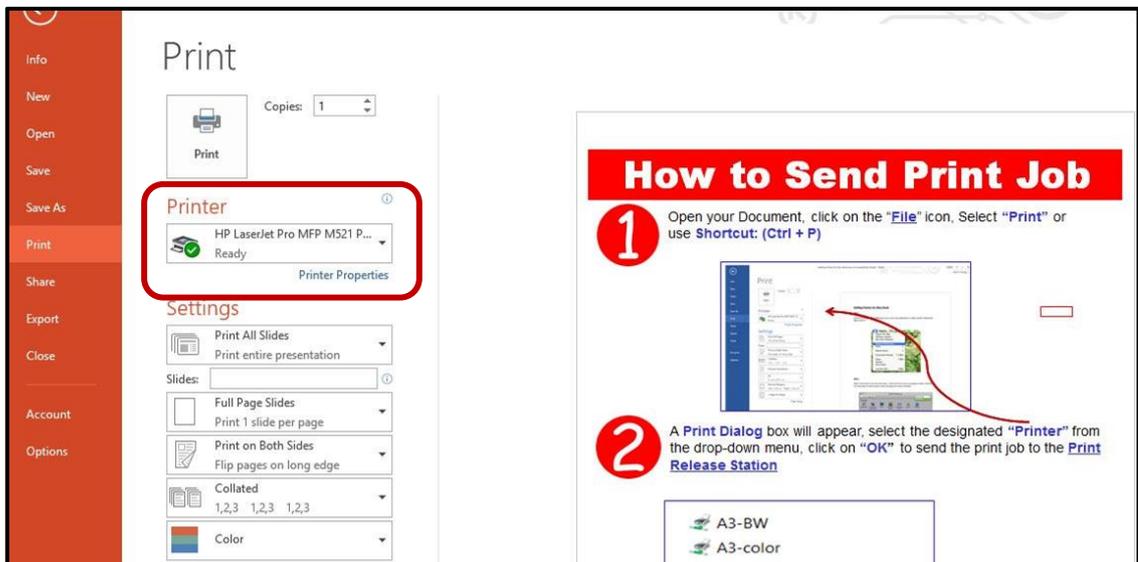
## Step 1

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

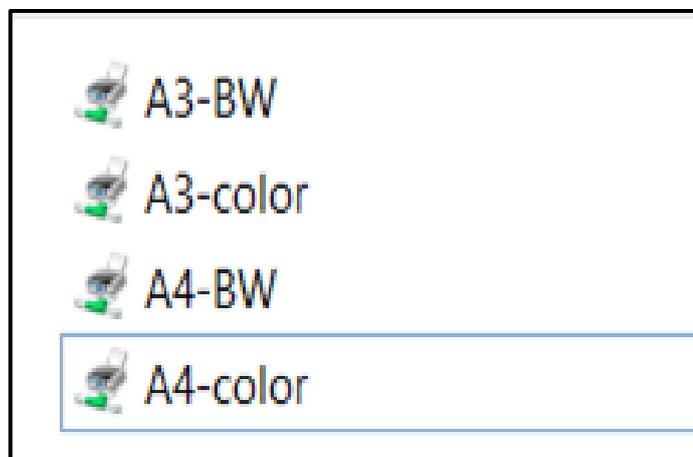
A **Print Dialog** box will appear.

Select the designated “**Printer**” from the drop-down menu.

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



The image shows a screenshot of the Microsoft Office Print dialog box on the left and an instructional graphic on the right. The dialog box has a red box around the 'Printer' dropdown menu, which is currently set to 'HP LaserJet Pro MFP M521 P...'. The 'Settings' section includes options for 'Print All Slides', 'Print entire presentation', 'Slides', 'Full Page Slides', 'Print 1 slide per page', 'Print on Both Sides', 'Flip pages on long edge', 'Collated', and 'Color'. The instructional graphic on the right has a red header 'How to Send Print Job'. Step 1 says: '1 Open your Document, click on the "File" icon, Select "Print" or use Shortcut: (Ctrl + P)'. Step 2 says: '2 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'. Below the steps, there are two printer icons labeled 'A3-BW' and 'A3-color'.



## Step 2

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



***For enquiry, please email:***

[Ultrasupplies@ntu.edu.sg](mailto:Ultrasupplies@ntu.edu.sg) / [operations@ultrasupplies.com.sg](mailto: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”.

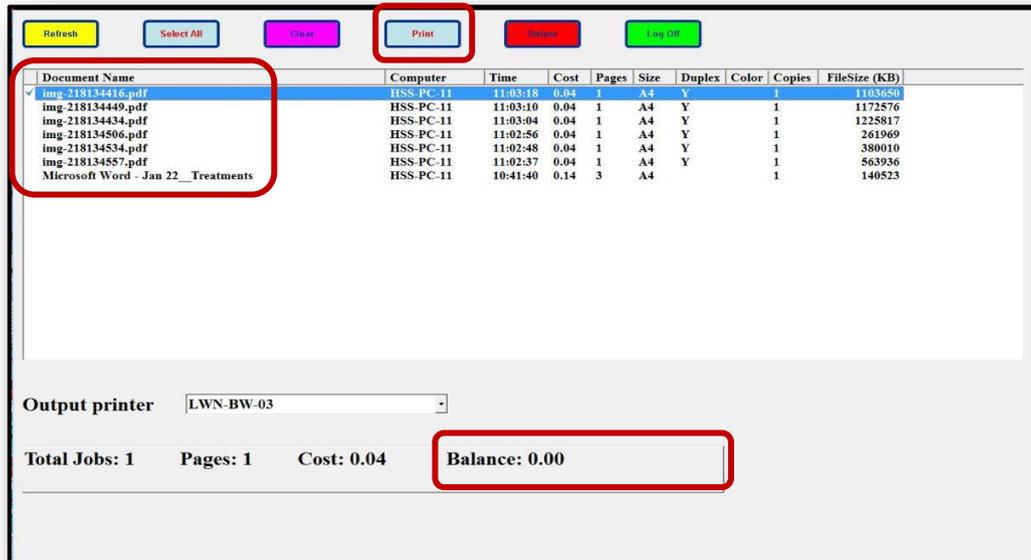


## Step 2

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.



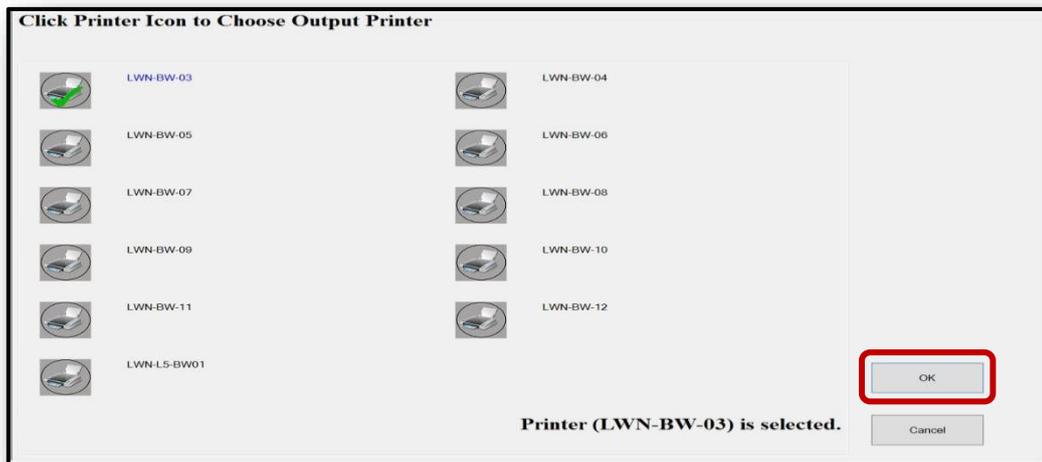
Document Name	Computer	Time	Cost	Pages	Size	Duplex	Color	Copies	FileSize (KB)
img-218134416.pdf	HSS-PC-11	11:03:18	0.04	1	A4	Y		1	1103650
img-218134449.pdf	HSS-PC-11	11:03:10	0.04	1	A4	Y		1	1172576
img-218134434.pdf	HSS-PC-11	11:03:04	0.04	1	A4	Y		1	1225817
img-218134496.pdf	HSS-PC-11	11:02:56	0.04	1	A4	Y		1	201969
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.



Click Printer Icon to Choose Output Printer

LWN-BW-03    LWN-BW-04  
LWN-BW-05    LWN-BW-06  
LWN-BW-07    LWN-BW-08  
LWN-BW-09    LWN-BW-10  
LWN-BW-11    LWN-BW-12  
LWN-L5-BW01

**OK**  
Cancel

Printer (LWN-BW-03) is selected.



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