

## Secure Release Print Instructions

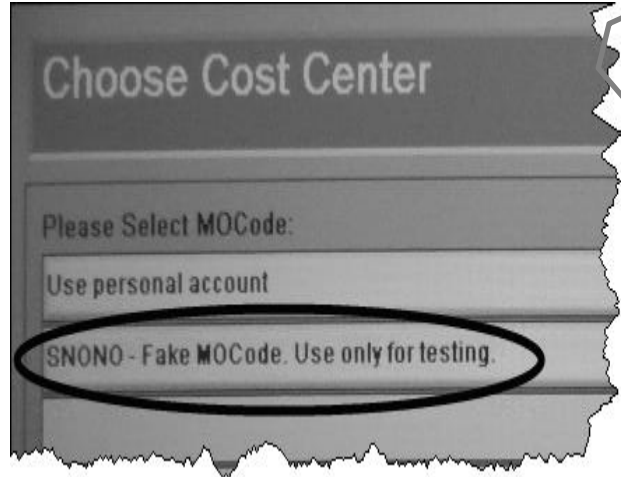
1. Scan your **UMSL ID card** through the card reader at the printer. Or press Alternate Login and enter your Username (SSO ID) and password.

1



2. On the Choose Cost Center screen **Select a MoCode**.  
Note: By default, your cost is associated with the "Use personal account" option. This option is not being used. You must select a MoCode for print charges.

2



3. Press the **Print Release** icon on the printer panel.

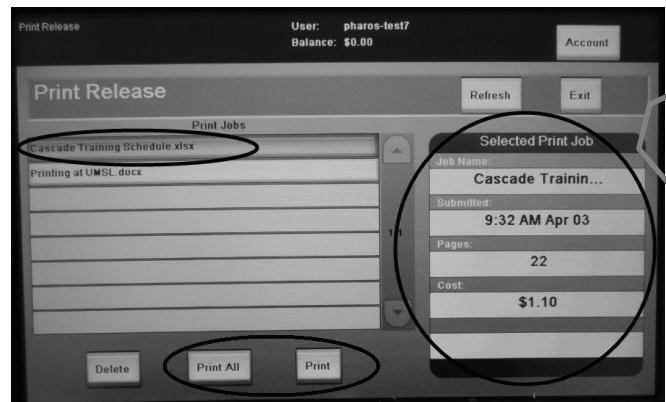
3



4. On the **Print Release** screen. Select a job to display its details on the right.

Press **Print** or **Print All** to release your job(s).

4



5. When you are finished releasing your print job(s), log out of the printer by pressing the **Log in/Out** button on the printer. **The button my not be labeled.**

5



6. The printer panel will display a message confirming your logout intent. Press **Logout** on the panel.

6

