

CybraryPrint: Release Station

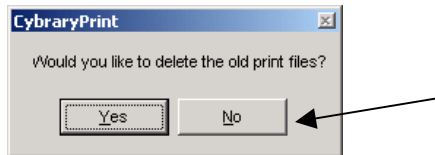
Version 2004.1.0

CybraryPrint or Release Station is a product used to manage printing resources. This product allows staff to release print jobs sent by the patron, once the patron has paid for the printout.

To open CybraryPrint:

- Select the Start Button.
- Select Print Desk

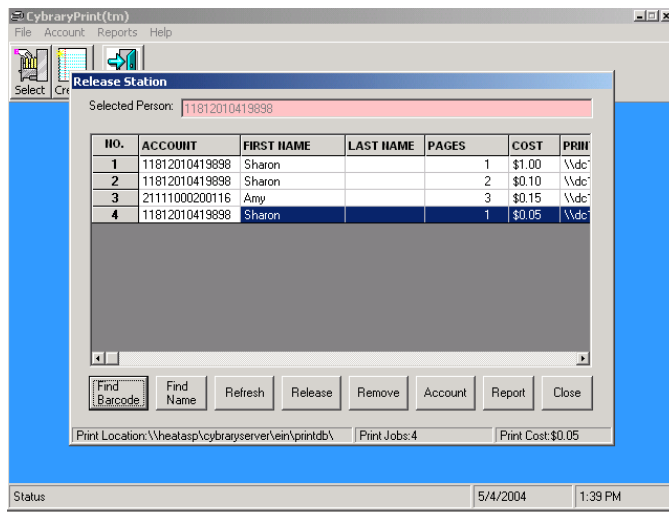
NOTE: You will receive the following message when opening CybraryPrint. Always select **No** or you will delete patron print jobs.



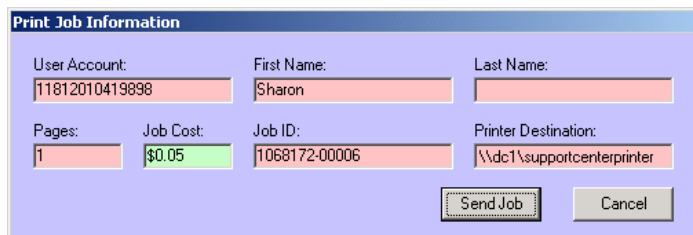
- CybraryPrint will open automatically to the **Release Station**. All your patron print jobs will be listed in the order sent.

To release a print job to the printer:

- Select the patron's print job.
- Select the **Release** button to send the document to the printer.



- The **Print Job Information** box will display.
- Select **Send Job** button.

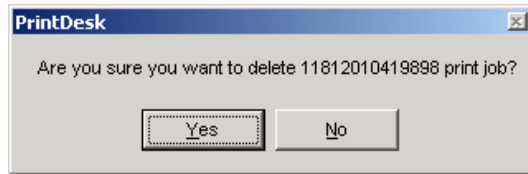


To release multiple print job to the printer:

- Select the patron's print jobs by highlighting each job using the **Find Barcode** or **Find Name** feature.
- Select the **Release** button to send the documents to the printer.
- Print jobs will automatically be sent to the printer. No **Print Job Information** box will display.

To remove a print job from the Release Station:

- Select the print job to be removed.
- Select the Remove button.
- Answer **Yes** to the following dialog box.



To remove multiple print job from the Print Release station:

- Select the print jobs to be removed.
- Select the **Remove** button.
- Print jobs will automatically be deleted from the Print Release station. No **Print Job Information** box will display.

Release Station button:

- **Find Barcode:** Allows you to enter the patron's library barcode to quickly locate the patron's print files from the list.
- **Find Name:** Allows you to enter the patron's name/alias to quickly locate the patron's print files from the list.
- **Refresh:** Updates the list of print files sent to the Release Station.
- **Release:** Sends selected print file to the Printer.
- **Remove:** Deletes selected print file from the Release Station.
- **Close:** Closes the Release Station window.

To reopen the Release Station Window:

- Select Account from the Menu bar.
- Select Administrator Release Station...

