**Releasing print jobs from GoPrint**

1. Wiggle the mouse to refresh the screen if it has gone to sleep
2. Tap the screen (or click with the mouse) to select your name

   ![Touch Your User ID to Select](image)

3. Tap the screen (or click with the mouse) to select the job

   ![Table of print jobs](image)

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Printer</th>
<th>Title</th>
<th>Pages</th>
<th>Copies</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30am 10/14</td>
<td>LLC_102_BW_2</td>
<td>Microsoft Word - Adding public printers on Windows 7 or 8.docx</td>
<td>3</td>
<td>1</td>
<td>$0.30</td>
</tr>
<tr>
<td>11:31am 10/14</td>
<td>LLC_102_BW_2</td>
<td>What is a 49.4c02 Service...ses for the real world.</td>
<td>5</td>
<td>1</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

4. Tap or click ‘continue’ in the bottom right corner of the screen
5. Swipe Your UWStout Card Now

   ![Total Price $0.30](image)

6. Click ‘Pay and Print’ button at bottom right
7. ‘Sign Out’ at the top, click ‘Back’ at the bottom, or you will be logged out automatically after 20 seconds.