

Print Release

When you print from a College computer in a resident student or public space, your print job will not print out immediately. It goes into a temporary holding queue. **A printed document will only stay in the holding queue for four (4) hours.** You can then release your print job to the printer in the room.

When using a print release printer There are two basic methods for releasing your printout:

1. Scan the QR Code on the printer using your mobile device (connected to eduroam wi-fi), select the print job and release it.
2. If present, use the physical print release station, select the print job and release it.

Using a Mobile Device to Release your Print Job:

1. Print your file(s)
2. Verify your mobile device is connected to the eduroam wi-fi network
3. Using your mobile device's Camera app or QR code scanning app, scan the QR code on the printer in the room
4. Login with your Siena username (without [@siena.edu](https://www.siena.edu)) and password
5. Tap [print] next to the item you want to print

Using a Release Station:

1. Print your file(s)
2. Verify your mobile device is connected to the eduroam wi-fi network
3. Using your mobile device's Camera app or QR code scanning app, scan the QR code on the printer in the room.
4. Login with your Siena username (without [@siena.edu](https://www.siena.edu)) and password
5. Tap [print] next to the item you want to print