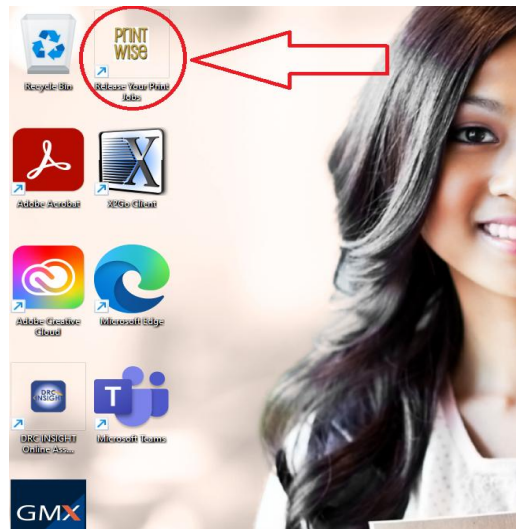


How to Release Print Jobs at CSN

To release your print job, please follow these steps:

1. Log Into a Workstation

- Log into one of the workstations at CSN using your student account.
- Once logged in, you'll see the Printwise “Release Your Print Jobs” shortcut on the Desktop.

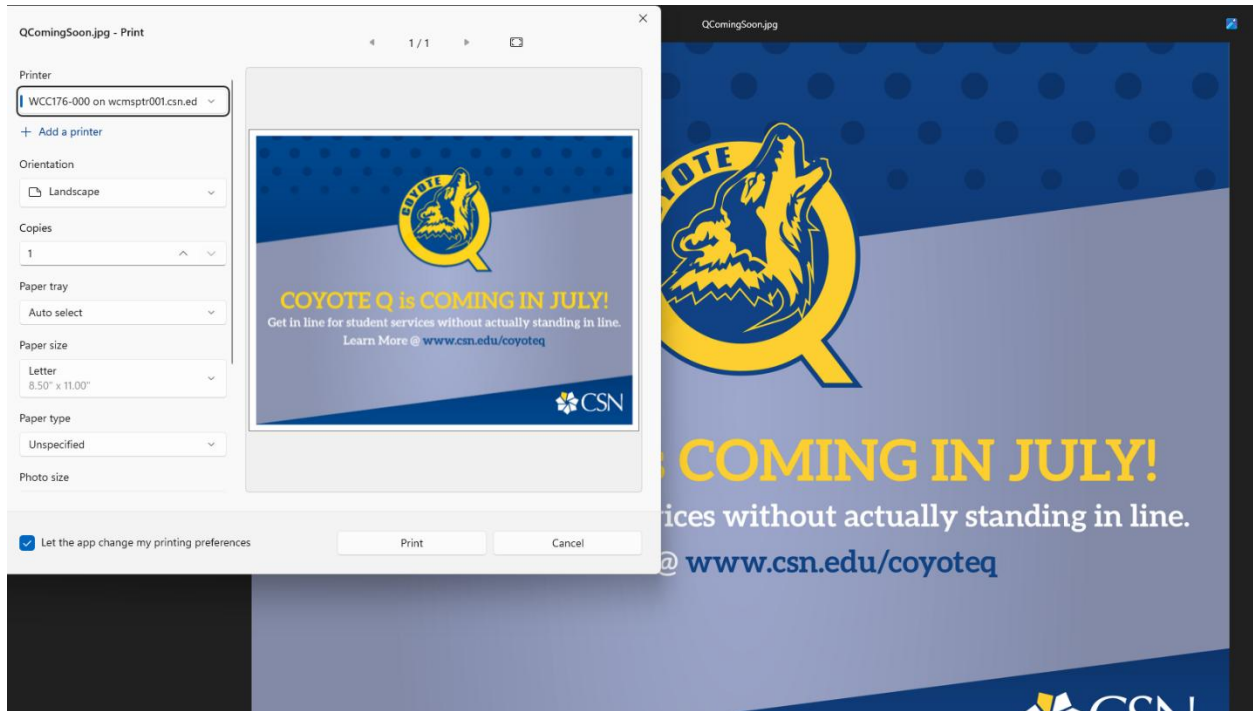


Important

To ensure your print jobs appear for release, you must first open the Printwise Release shortcut on the desktop and be logged in to your account.

2. Select the Correct Printer

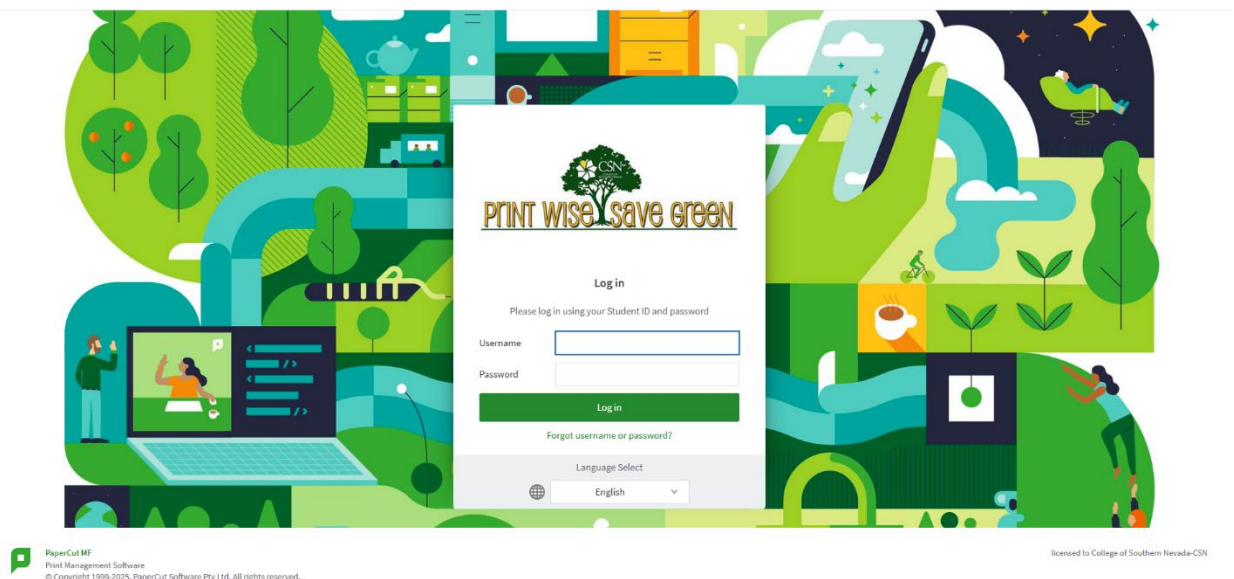
Important: Ensure you select the correct printer to send your print job to the right device. demonstration



- **Note: Printers are available in the Computer Labs, Classrooms, and Libraries on every campus. The printer's name will be stickered on the printer.**

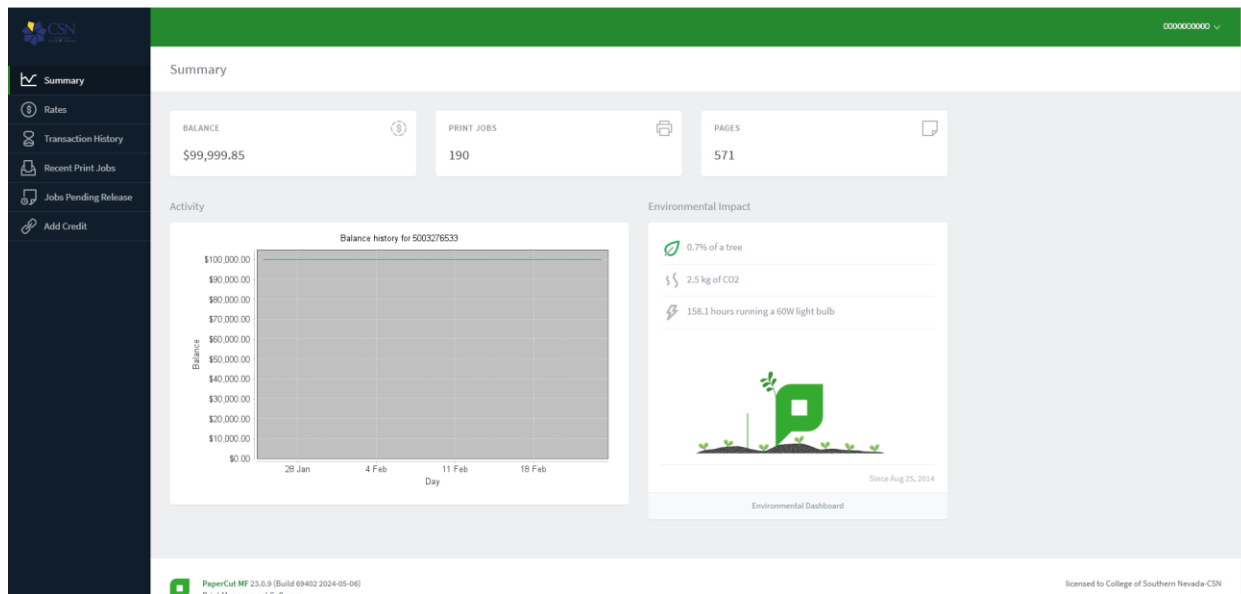
3. Log Into the Printwise Website

- **Click the Release Your Print Jobs shortcut, which will direct you to the Printwise website.**



4. Access the Summary Screen

- After logging in, you'll be directed to the Summary screen.



5. Release Pending Jobs

- To release your print job, click on “Jobs Pending Release”.
- Review the list of print jobs carefully. Ensure you are printing the correct document by checking the document name under "Documents."

- **Important: If you are satisfied with your job, click Print under the Actions column for the job you want to release.**

CSN

0000000000

Jobs Pending Release

3 jobs pending release with cost \$0.15

Your balance: \$99,999.85

☒ Auto refresh (21) Refresh Now

[Release All](#) [Cancel All](#)

SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Feb 24, 2025 3:12:04 PM	wcmspr001\WCC176-000	YoureDoingGreat	WCCPOD01-12	1	\$0.05	[print] [cancel]
Feb 24, 2025 3:11:38 PM	wcmspr001\WCC176-000	KeepGoing	WCCPOD01-12	1	\$0.05	[print] [cancel]
Feb 24, 2025 3:11:00 PM	wcmspr001\WCC176-000	Awesome	WCCPOD01-12	1	\$0.05	[print] [cancel]

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Important

Print jobs are held for 3 hours. If not printed within this time, they will be deleted.

No charge will be applied if you don't print your job.

6. Pick Up Your Print Job

- **Final Step: After your print job has been released, pick it up from the Release Station.**



How to Add Credits

1. Log Into Printwise

- Once logged in, click the “Add Credit” link on the website.
- 2. Select Credit Amount

- Choose the amount you would like to add from the options provided.

CSN

0000000000

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Add Credit

Add credit using TouchNet uPay

Username
0000000000(00000)

Current balance
\$99,999.85

Amount to add

--- Select the amount ---

--- Select the amount ---

\$1.00

\$2.00

\$3.00

\$4.00

\$5.00

\$10.00

\$20.00

Add value

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- Click “Add Value” to proceed to the uPay webpage where you will enter your payment information.

By following these steps, you can easily release your print jobs and add credits to your Printwise account. Be sure to double-check the printer and job details to ensure a smooth printing experience!