**Students & Guests**

1) Press the **Print Release** button.

2) Swipe your **Dolphin One** or **Guest** card. *(You do not need to press the OK button)*

3) Wait while the system logs you in. *(This can take up to 10 seconds on HP iMFP devices)*
4) Releasing your Document(s)
   ii) Select your document and press the **Print** button. *(If there is only one document listed, you do not have to select it)*

**OR**

iii) Press the **Print All** button to charge all listed documents to your “Personal Account”.

5) The document is printed, the balance is charged, and the “Please Select a Document” screen remains. Press the “Home” button.
6) Press the **Sign Out** button.