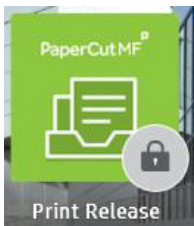# How to print

1. Swipe your ID card on the card reader next to the printer display.

2. Press **Print Release**.
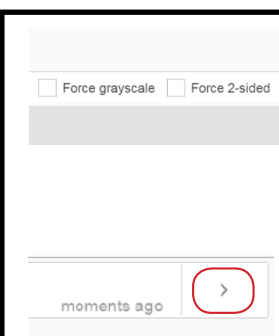
3. Select the documents you wish to print.

4. Press the **Print** button.

5. When you have finished printing, press **Sign Out**.

Force grayscale will change a colour print to grayscale.

Force 2-sided will change 1-sided print to 2-sided.

Tap the arrow on the right-hand side next to a print job to see more settings.

Please note the **cost will change** as you change the number of copies, or change from 1-sided to 2-sided.