

Release Portal

The Release Portal is web interface where you can see any held print jobs. When using features like Email Printing, Pull Print, and / or Direct Secure Release, held jobs remain in queue until you authenticate and release them to the printer. The Release Portal is only available if your administrator implemented any of these features.

Access the Release Portal

If your company uses this feature, You can find the **Print Job Management** option in a few different areas:

- Open the **Printer Installer** folder from the Start menu.
- Right-click on the System Tray / Toolbar icon, and select **Pull Printing** or **Mobile Printing**.
- From the Self-service Portal, select the menu and then select **Pull Printing**, or **Email Printing**.
- Add `/release` to the end of the Self-service Portal URL.

Print Job Release Portal



Pull Printer

Title	Pages	Status	Job Type	Submitted	Size
<input type="checkbox"/> Untitled%20document.pdf(1).pdf	1	Held	Pull: Workstation	2024-11-21 05:11:01 PM	43 KB
<input type="checkbox"/> Output%20Automation%20Discovery%20Questions.pdf.pdf	2	Held	Pull: Workstation	2024-11-21 05:11:43 PM	416.4 KB
<input type="checkbox"/> ONP-Secure%20Release%20-%20Document%20Feedback.pdf.pdf	7	Held	Pull: Workstation	2024-11-21 05:12:26 PM	211.1 KB

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Title	Pages	Status	Job Type	Submitted	Size
<input type="checkbox"/> PrinterLogic	1	Held	Secure: Workstation	2024-11-21 06:05:06 PM	42 KB

Release Portal Details

The Release Portal displays the following information on a table format.

Pull Printer Queue

If your print environment includes a Pull Printer, any print jobs send to it are listed in this section, with the following details:

- Title — the name of the document.
- Page — the number of pages to print.
- Status — the status of the print job.
- Job Type — the type of secure print method.
- Submitted — the date and time the job was sent to print.
- Size — the memory size of the print job.

Secure Print Queue

If your print environment includes Direct Secure Release or Offline Secure Release Print, any print jobs sent to a secure printer are listed in this section, with the following details:

- Title — the name of the document.
- Page — the number of pages to print.
- Status — the status of the print job.
- Job Type — the type of secure print method.
- Submitted — the date and time the job was sent to print.
- Size — the memory size of the print job.

Held Jobs

How the print job is held and released depends on the job type.

Pull Print

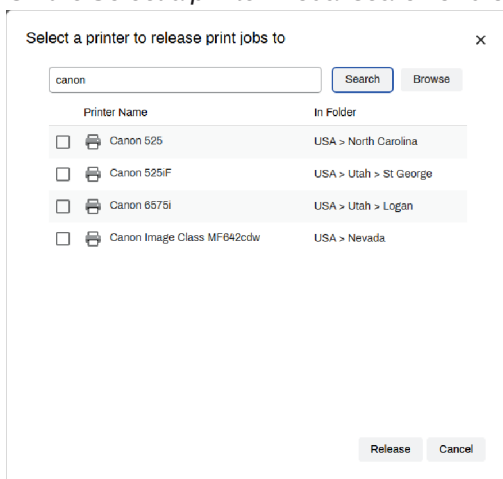
Pull Print is considered the one-to-many option. A pull printer object is a virtual print queue to hold the job. The pull printer object is installed on your system and appears like a regular printer. Jobs sent to it are automatically held, and these held jobs can be released to any printer object designated as a release printer.

Release a Pull Print Job

Logan - Pull Printer

	Title	Pages	Status	Job Type	Submitted	Size
<input checked="" type="checkbox"/>	ABC Company-Invoice.pdf	1	Held	Pull: Workstation	2024-08-18 01:52:05 PM	170.4 KB
<input checked="" type="checkbox"/>	Simple Report.pages	1	Held	Pull: Workstation	2024-08-18 04:14:38 PM	13.3 KB
<input type="checkbox"/>	Thank you for attending Learn One New Thing - Timeline Tips.pdf	2	Held	Pull: Workstation	2024-08-18 04:17:30 PM	359.6 KB
<input type="checkbox"/>	You have no events scheduled today..pdf	1	Held	Pull: Workstation	2024-08-18 08:27:51 PM	73.3 KB
<input type="checkbox"/>	Your Fellow account now has access to AI credits 🚀.pdf	2	Held	Pull: Workstation	2024-08-19 11:45:18 AM	120.7 KB

1. Select the jobs you want to print.
2. Select **Release**.
3. On the *Select a printer* modal search or browse for a printer.



4. Select the printer you want to use.
5. Select **Release**.

Direct Secure Release

Direct Secure Release is also a method of holding a print job but is considered a one-to-one option. You can print from your system and then hold the job to release at a specific printer. To allow this function, the printer must be configured as a Secure Release printer. Jobs sent to that printer and held are displayed under the printer's name in the portal.

Release a Secure Job

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Title	Pages	Status	Job Type	Submitted	Size
<input checked="" type="checkbox"/> PrinterLogic	1	Held	Secure: Workstation	2024-11-22 08:40:55 AM	78 KB

[Release](#) [Delete](#)

1. Navigate to the Release Portal.
2. Locate the printer and select the job you want to release.
3. Select **Release**.

Jobs can only be released to the printer you selected when you sent it to print.