**Webprint - Changing Output Options at the Printer**

1. To release print jobs, select Print Release to see your print jobs in the queue.



2. Managing individual print jobs:

 A. On the bottom bar of the screen:

 Select the checkbox to force greyscale mode and/or 2-sided print

 You may choose to delete or print selected job(s)

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3. Pressing the arrow to the right will take you to the print job details

A. Here you can change:

The number of copies,

1-sided or 2-sided print,

Color to Grayscale (B/W)



*Note: You cannot change a print job that was sent as b/w into a color job

Note: When changing a color job to grayscale (b/w) the cost will adjust accordingly*