Add requests to the print queue (print later)

You can add requests to the print queue to print them later.

- Borrowers: You must save or submit a request first before you can print it. The request must be in any of the following queues to add it to the print queue: New for Review, Received, Produced, Returned.
- Lenders: You can print a request from any queue.

To add a request to the print queue:

1. Open the request you want to print.
2. In the request, on the upper right side of the screen, click the down arrow next to Print Now.
3. Select Add to Request Print Queue.
4. A confirmation message appears, and the request is added to the appropriate print queue.
5. On the left navigation, click Print Queue.
6. Click Requests (either under Borrowing, Lending, or Purchasing, depending on the request).
7. On the Print Queue screen, select the check boxes for the requests you want to print.
   - To print all requests in the table, select the check box at the top of the first column of the table.
   - To change the number of rows you see in the table, select a number from the Rows list.
8. When printing requests, you may select to print 1 or 2 requests per page. Click either Print 1 per page or Print 2 per page, depending on how many requests you want to print per page.
9. On the Print Preview screen, use the printer icon or links to print the request.
10. Once you have confirmed your printing was successful, you can delete requests from requests print queue. Requests stay in the print queue until they are removed.
11. Go back to the Requests queue, select the check boxes for the requests you printed, and click Remove.

Remove items from a print queue

Items are not removed from a print queue until you remove them.

To remove all items from a print queue:

1. On the left navigation, click Print Queue.
2. Select the queue from which you want to remove items.
3. Select the **check boxes** for the items you want to remove. To select all items, select the **check box** at the top of the first column in the table.

4. Click **Remove**.

5. The items are removed from the queue.