



For Stratus Users

Using Release2Me with Dispatcher Stratus

What Is Release2Me?

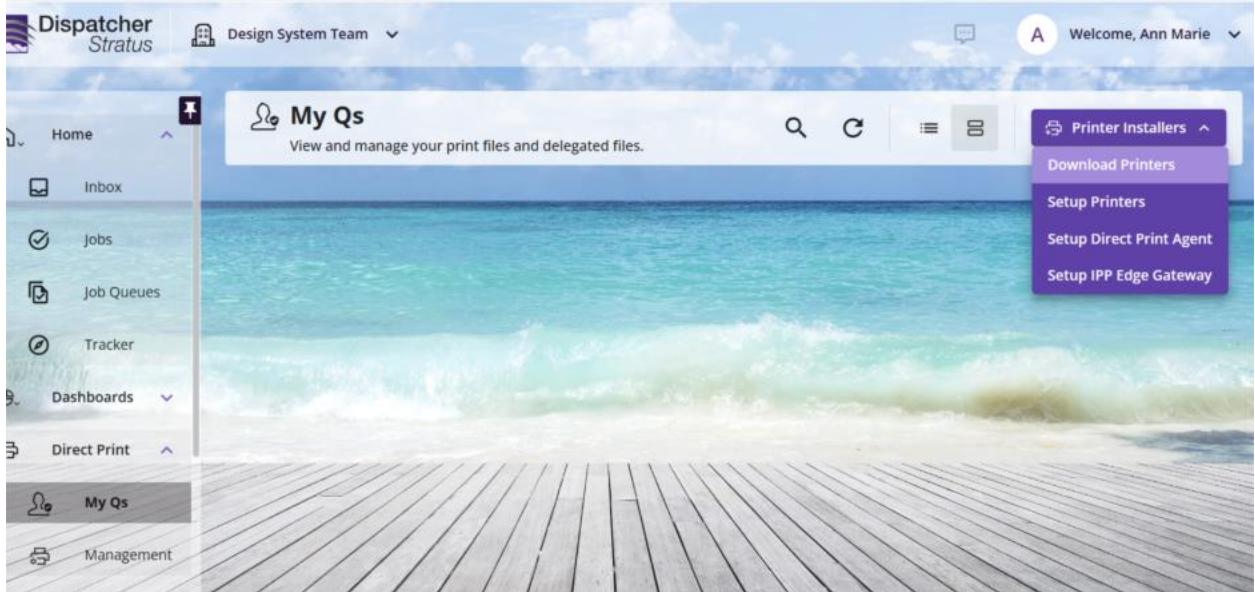
Release2Me securely stores all print jobs in a user specific or shared queue until the authorized individual releases them at the MFP using a PIN, network password, or ID badge. This ensures that documents are only printed when the user is physically present, reducing unnecessary printing and minimizing the risk of sensitive or confidential materials being left unattended or retrieved by an unintended recipient.

1. Make Sure You're Logged into Dispatcher Stratus

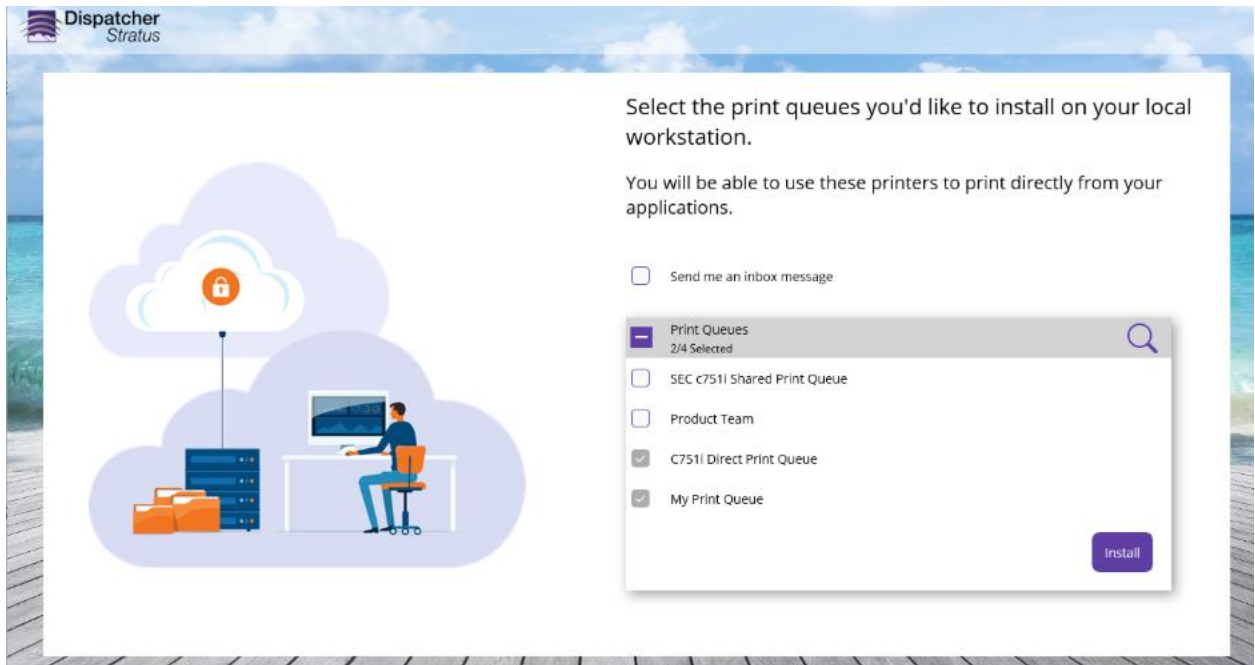
- Open your browser.
- Go to your organization's Stratus login page.
- Sign in with your work credentials.

2. Install IPP Installer

- **Release2Me → My Qs → Printer Installers → Download Printers**



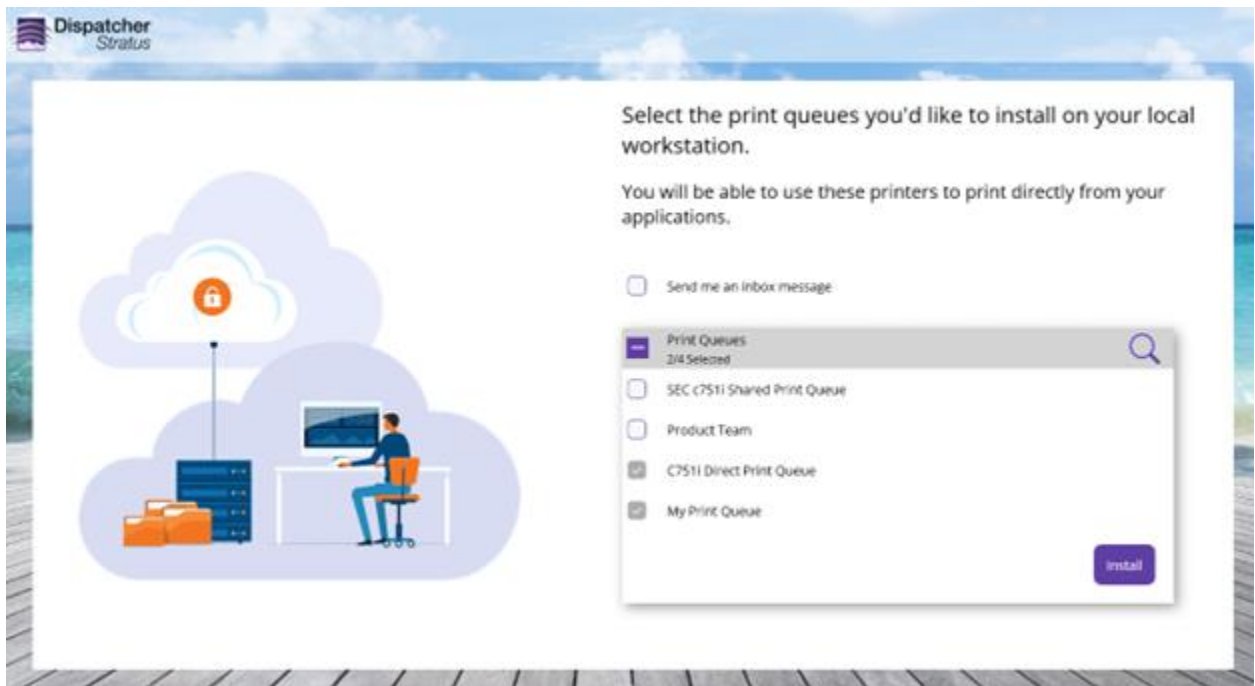
- Open your downloads and double click on the IPPInstaller
- On the popup, click the install button
- A new popup will appear showing the installation
- Once done, click Launch



- Open the Printer Installer, which will show as an application in your dock



- Choose the **Print Queue** name from the list that you want to add to your tenant and click **Install**

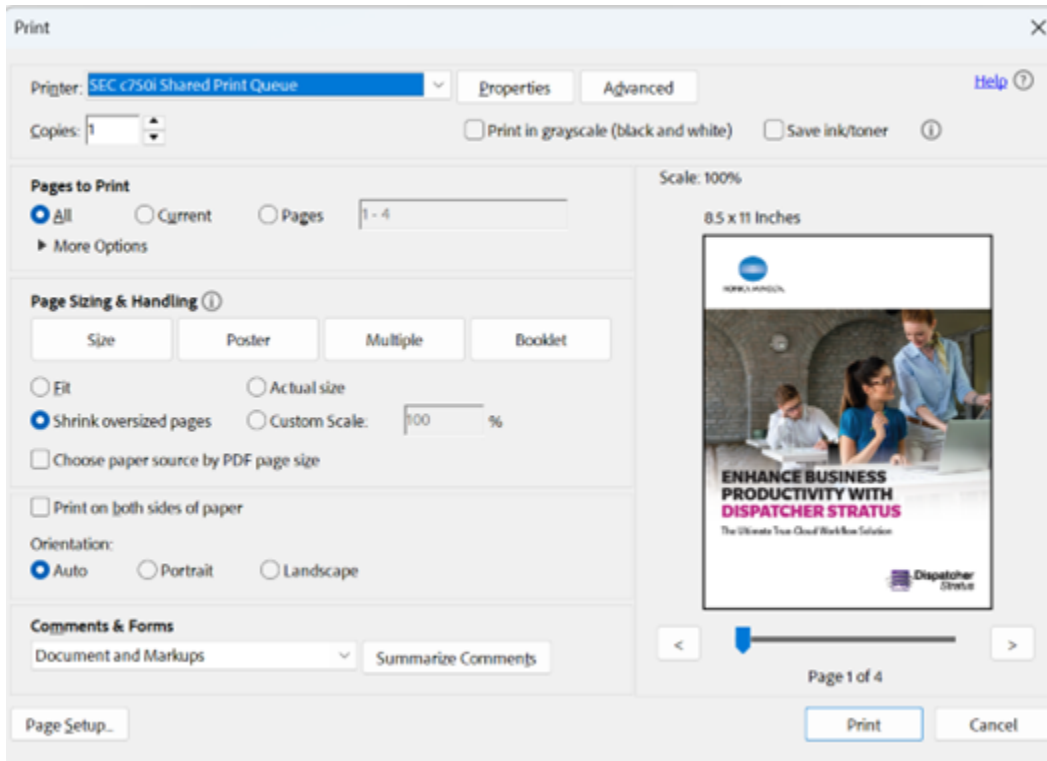


- A popup will ask you if you are sure you want to install. Click Yes.
- When prompted by the alert popup for opening the agent, click the Open button
- Once complete, click Close on the popup
- Your driver is now all set and you can click the I'm Done button

3. Choose Your Printer Queue

When printing from any application:

- Select Print.
- From the printer list, choose the **Shared Printer** for your location/device.



4. Adjust Your Print Settings (Optional)

Depending on your organization's setup, IPP supports:

- Color or Black & White
- 1sided or 2sided (duplex)
- Paper size selection
- Finishing: stapling, holepunch, etc.
- Number of copies

Choose the settings you want, then proceed.

5. Send the Print Job

- Click **Print**.
- Your document goes straight to the selected printer.

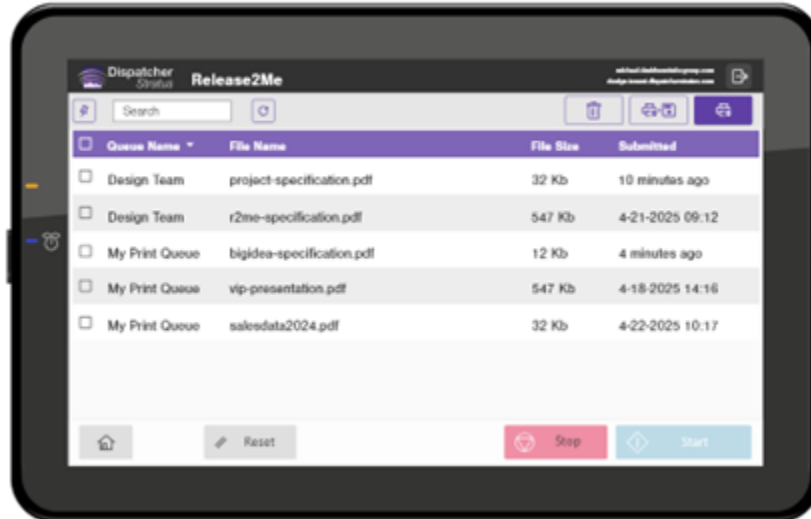
6. Walk to the MFP

- On the MFP screen, log in using the method assigned to you – PIN, password, or badge

- Click on the Release2Me icon



- Select the document(s) you want to print



- Select either the **Print & Save** icon (saves the document in the queue for future reprints) or the **Print icon** (removes the document from the print queue)



- Select either “Use Default Print Settings,” which will be the queue settings, or “Select New Print Settings,” which will override those already set
- Your document will now be released to print