

PRINTING AT CONVENE

HOW TO PRINT

Convene provides complimentary black & white and color printing for letter, legal, and tabloid sized documents via ezeep, a secure, cloud-based pull printing service.

Pull printing protects member privacy by holding printed documents until you release them to the printer.

To begin printing, go to portal.ezeep.com and log in with the ezeep credentials you created during onboarding.

You can also access ezeep from workplace.convene.com.

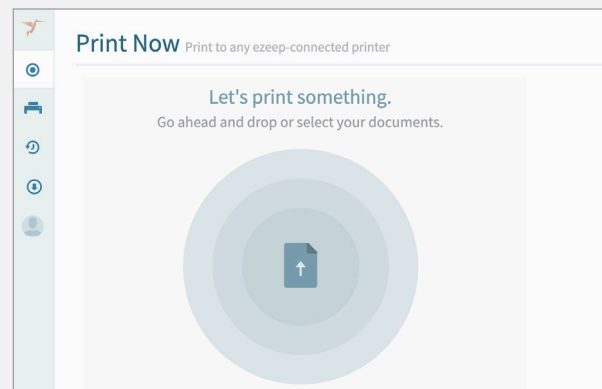
There are two options for printing. You can print from the ezeep web portal or download the ezeep app to print directly from your computer. For more information, visit convene.com/print.

QUESTIONS?

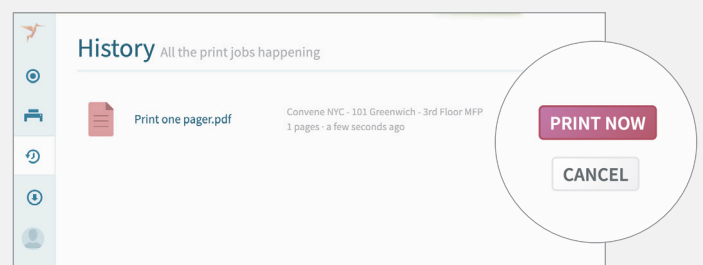
If you haven't received ezeep credentials or have any questions, please contact: support@convene.com.

Printing from the ezeep web portal

1. Go to portal.ezeep.com and drag and drop your document onto the portal or click the circle to select a document.



2. Select a printer from a list of printers in your WorkPlace. See your WXM or work place floor plan to find the nearest printer.
3. Review the print settings and click **PRINT LATER** to queue your document.
4. When you're ready to release your document, navigate to "History" and click **Print Now**. Or click **Print** in the confirmation email from ezeep.



LET'S GET STARTED