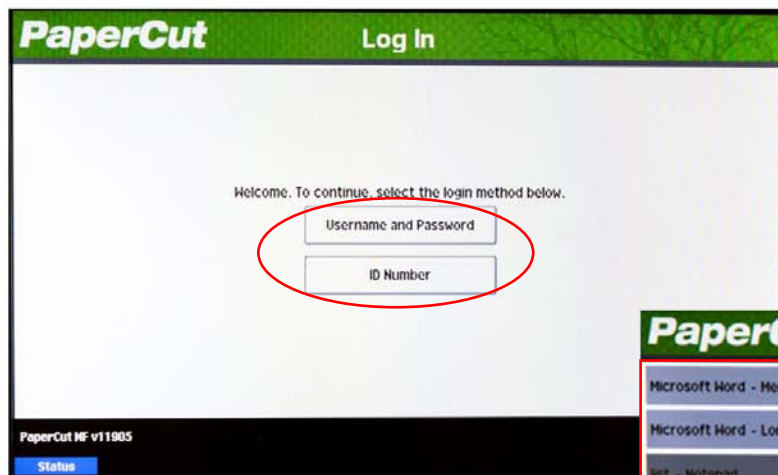


# PAPERCUT PRINTING

To release your print jobs sent to a FindMe Queue

1. Login by entering your ID Number/PIN code, network username and password, or Swipe Card (if Applicable) at the control Panel.
2. Select the print job(s) you would like to print on the left side of the screen. On the right side of the screen you can choose to print or cancel the selected job(s) by pressing “Print” or “Cancel Job”. You can also select “Print All” to release all of your held jobs at once.
3. To use the copier function select “Use Copier Functions” on the bottom left.
4. Once you are done printing or copying please remember to “Log Out”.

Login with username/password, swipe card, or use pin code (if applicable)



Release Print Jobs

