

## **Print Job Release**

1. Log in to the machine using your preferred method.

PaperCutMF		Authentic./
Welcome. card	To continue, swipe your authenticatio or select the login method below.	System Menu /Counter Interrupt
	Username and pa ID number	Numeric Keypad Reset
		Stop
		Start
PaperCut MF v2.3.2		Admin login
Status/ Copy Function Job Cancel	Send Function	FAX Function Accessibility Display

2. Print Jobs are displayed on the screen



Document Classification: Internal Use

3. To Release all Jobs, select 'Print All'

PaperCutMF	9	avin.mcinnes Log out	• Authentic./ Logout
•			* System Menu /Counter
<b>4</b> print jobs pending, total pages:	46	Print all	* Interrupt
			Numeric Keypad
			Reset
			© Stop
Print release	Device functions	Scan	⊘ Start
Status		10:14	
* Status/ Copy Function Job Cancel	Send Function	FAX Function	Accessibility Display

4. To Release Individual Jobs, Select Print Release Button



## 5. Select the Desired Jobs and Press Print

Home	Held Print Jobs 🗧 🗧			Log out	• Authentic./ Logout
2 jobs, 5 pages, \$0.500			_	C	System Menu /Counter
Microsoft Word - Course Evaluation Form 1 copy, 2-sided, Color, A4			10:07 AM	>	" Interrupt
Product launch checklist TASKalfa Virgo 170523.xlsx 1 copy, 2-sided, Color, A4			10:06 AM	>	Numeric Keypad
Microsoft PowerPoint - TA-8353ci range Mercury4 V1.0 1 copy, 2-sided, Color, A4			10:06 AM	>	Reset
Microsoft PowerPoint - PaperCut Video Slides 1 copy, 2-sided, Color, A4			10:05 AM	>	Stop
Force grayscale Force 2-sided					⊘ Start
Status Status/	Copy Function	Send Function	FAX	Function	* Accessibility Display

## 6. Select 'Log Out' to Exit

