


# How to Release Documents from the PaperCut Print Release Queue

1. Place badge over the RFID Reader.

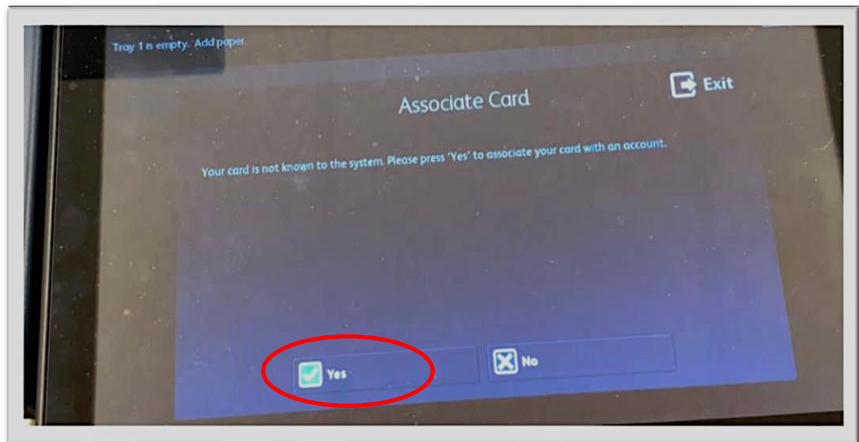
*\*This will be directly to the left or right of the display.*

If you have previously authenticated your badge with PaperCut, please go to step 6. You can also use your District username & password to log into the copier by selecting the keyboard icon  on the top right corner of the touch panel.

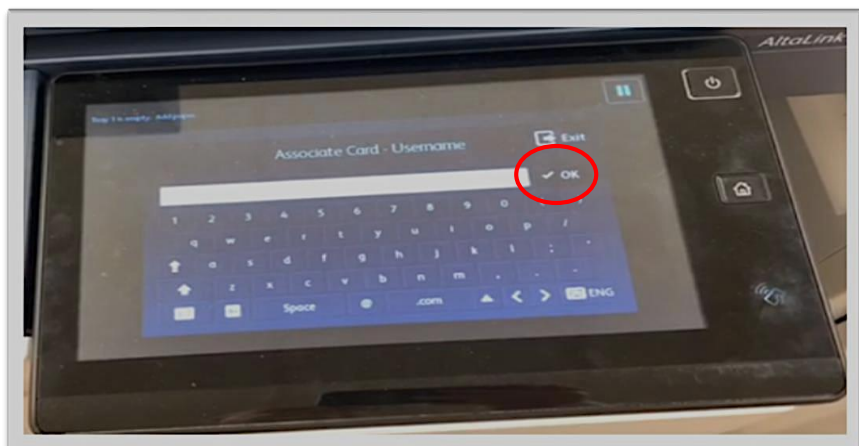


2. If you have never used your badge to authenticate with PaperCut, you will be asked to associate your badge with your account. Please press **Yes**.

*Badge association is a one-time step. If there are any issues, please notify your HelpDesk.*

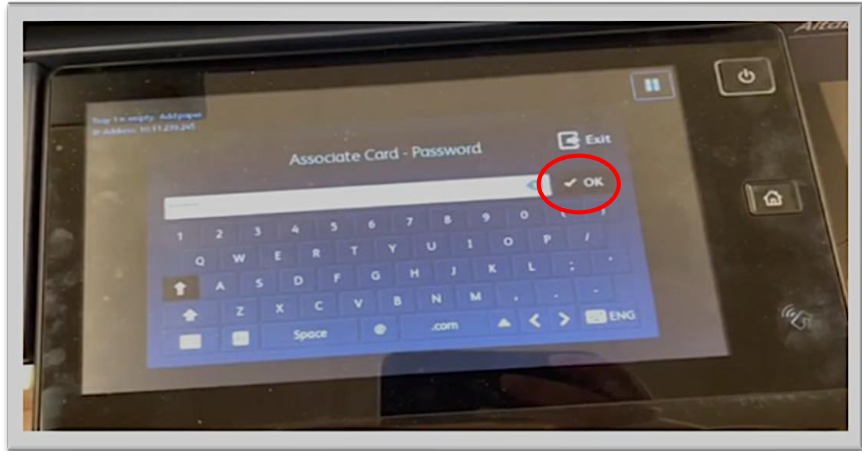


3. Enter in your District credentials (without the @xxxx.org) and click **OK**.



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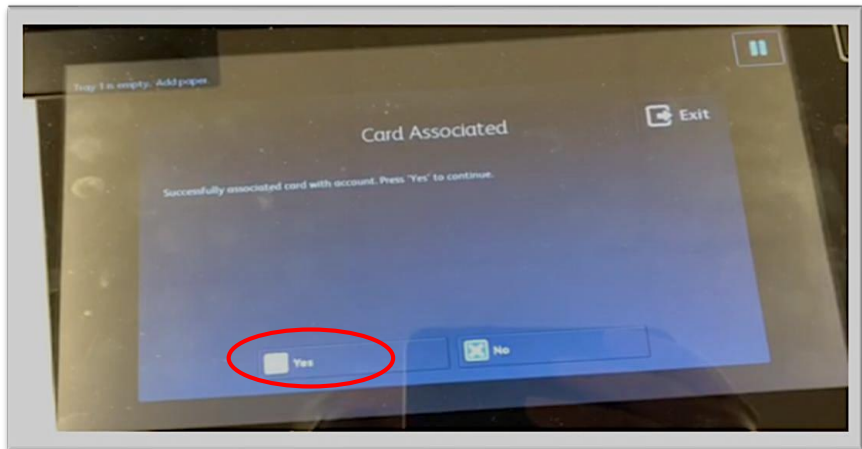
4. Enter in your **District Password** (the same as your computer password) and click **OK**.



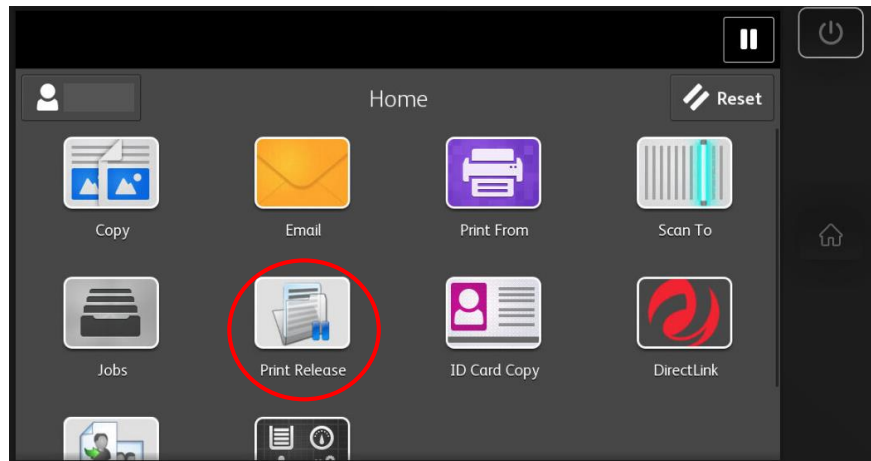
5. Select **Yes** to finish associating your badge to your account.

If the information is correct, it will take you to the **Home** page.

If badge registration fails, try again and check the spelling and your password.




6. Once you have authenticated to the copier, you can now access available functions. Select the **Print Release** icon to see your held print jobs.



# How to Release Documents from the PaperCut MF Print Release Queue

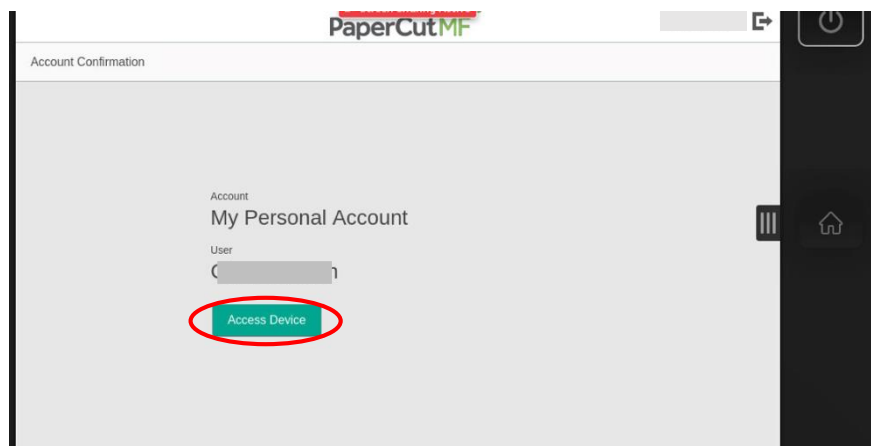
7. Available print jobs will be shown here. Select the documents you want to release and hit the **Print** button.



8. Once the print jobs have completed, click the **Access Device** button to return to the Home screen, or if you are done using the copier, you can select the Exit  icon to log out completely.



9. If you select the Access Device button, a confirmation screen will verify the user account. Click the **Access Device** button to return to the device Home screen.



**Note:** *Print Release is a Secure Print feature; you are the only person that can access your documents that have been sent to the Print Release print queue.*