Signing into the printer:

Enter your **BWRSD credentials.**
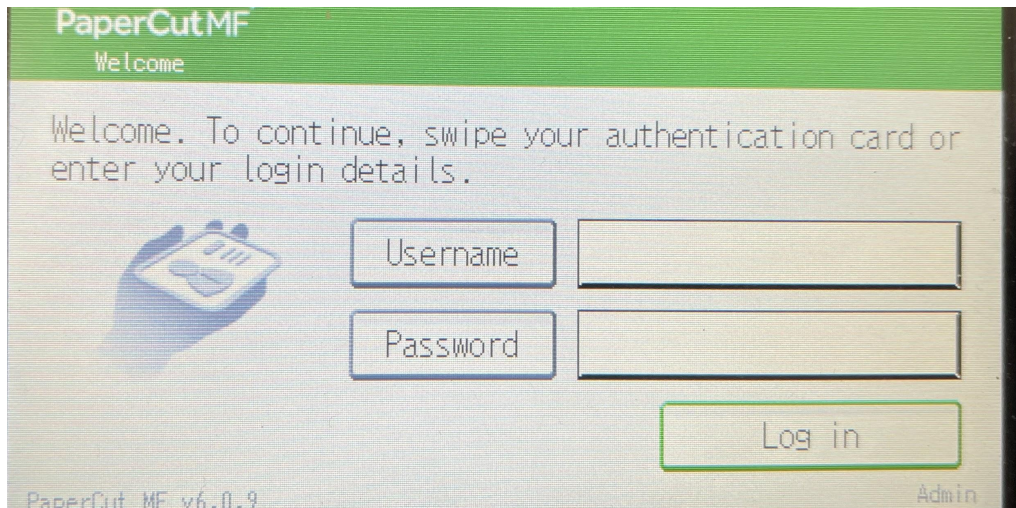Ex.Username: jsmith0001
Ex. Password: qwerty1@3
or
Tap badge on the card reader
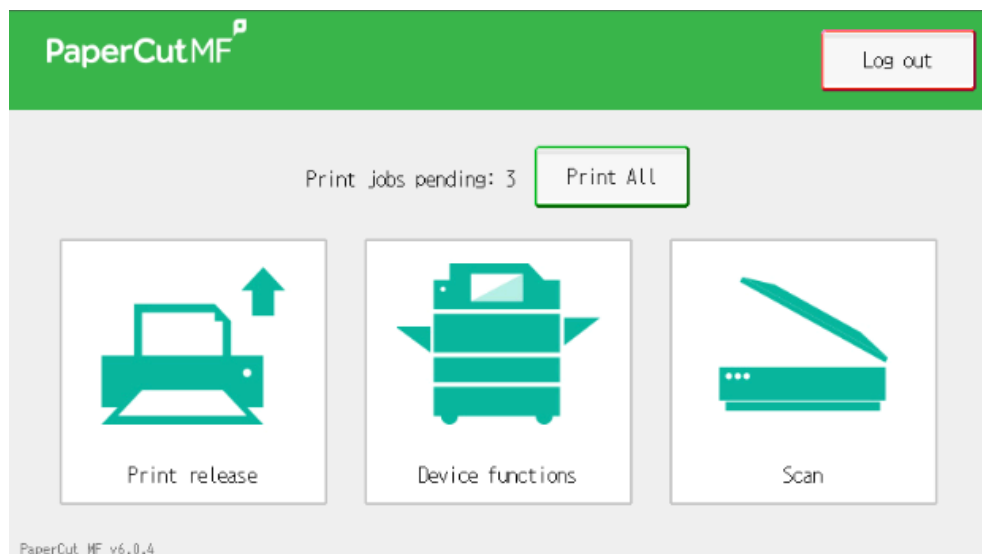(to link your badge, [follow these steps](#))

Then you will see the options screen.
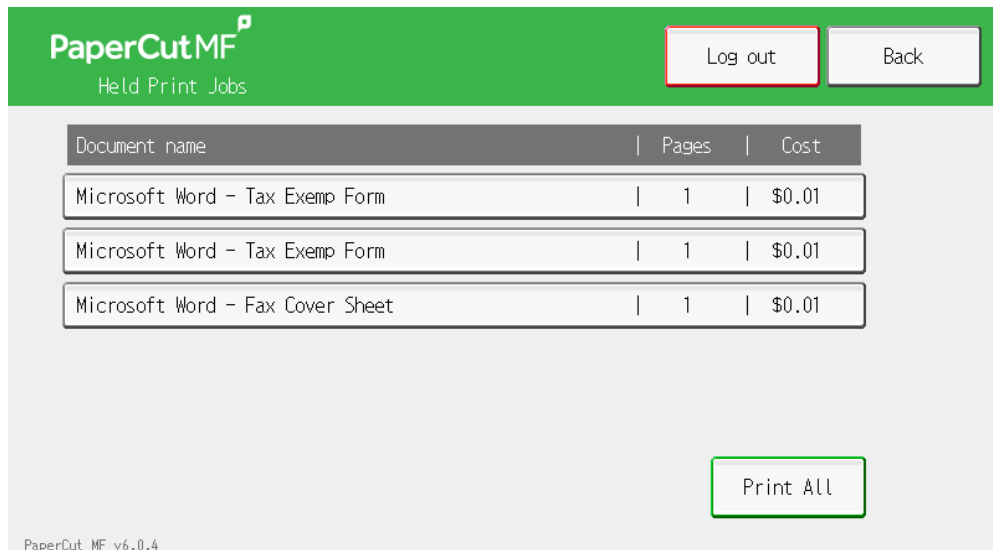To release print jobs, select Print Release.
To **Copy**, select **Device Functions**.
To Scan, choose Scan.

Release print jobs:

Select the **individual** print job you would like to release **or select print all to print all documents** in your queue. If you need **to make a copy, scan, or use any other device function,** you can **hit "Back"** then **"Use Device Functions"** to enable.


After you have released your print job, **make sure to hit Logout** or tap your badge on the card reader again. **If you do not hit Logout** or tap your badge on the card reader again, **you will be automatically logged out after 3 minutes.**

Using Scan to me or making Copies:

After logging in, you will see the options screen again. Then if you **select "Scan,"** the device will allow you to **scan to your email.** If you touch **"Device Functions,"** it will enable you to make Copies or use any other device feature.
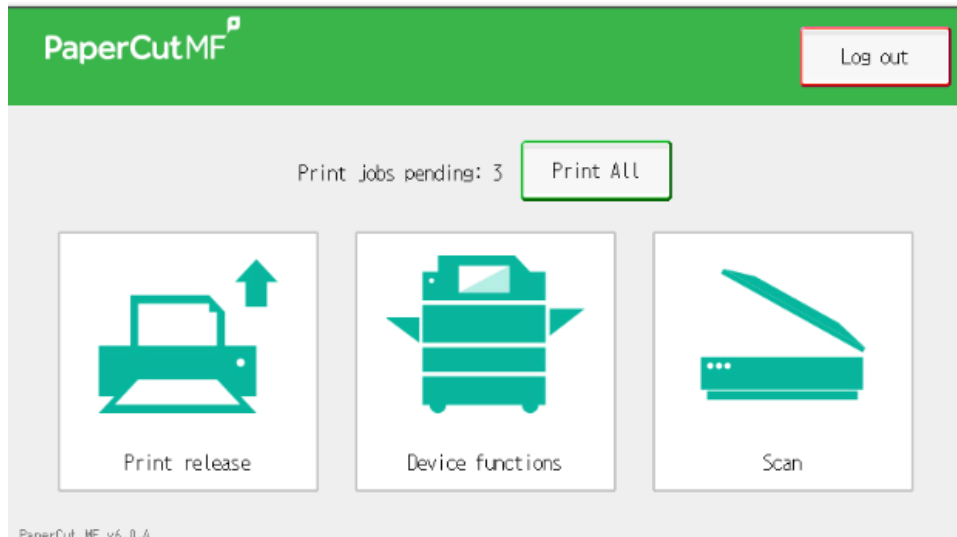
If you **push the "Use Device Functions"** button, it will take you to the **Copy screen** to make copies.
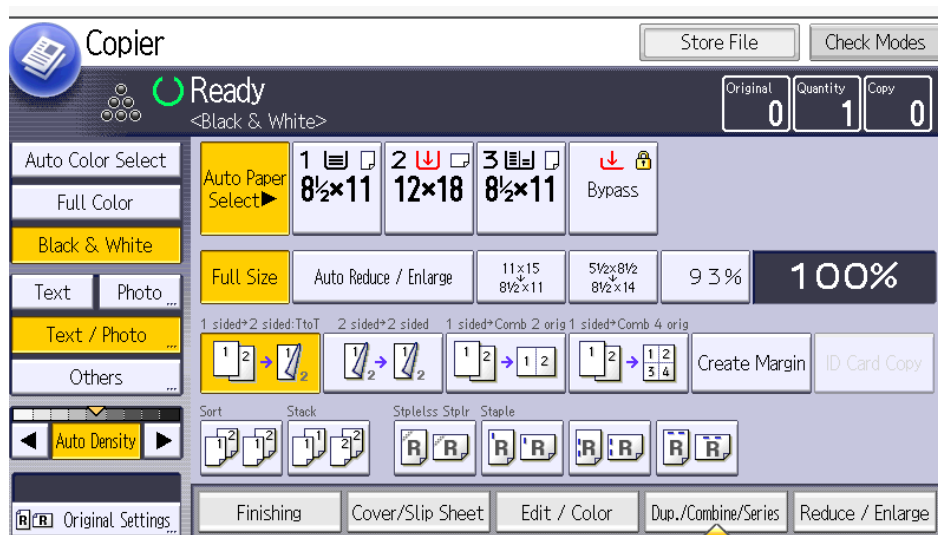
If you would like to scan, push the Home button, then hit the PaperCut button to go back to the options screen. Push the "Scan" to go to the scanning screen and send your document. **– Be sure to go back to PaperCut and log out after you have finished at the device**.