

Signing into the printer:

Enter your **BWRSD credentials**.

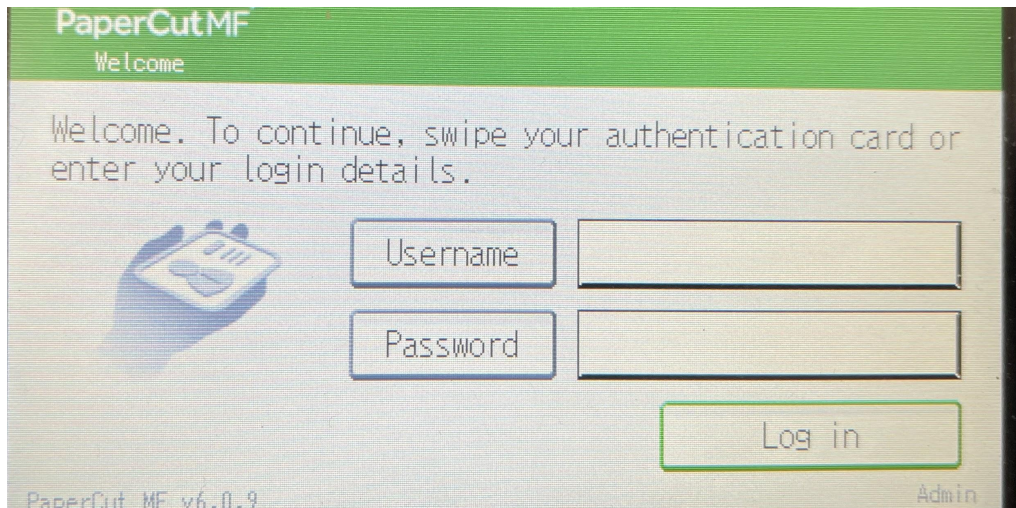
Ex.Username: jsmith0001

Ex. Password: qwerty1@3

or

Tap badge on the card reader

(to link your badge, [follow these steps](#))

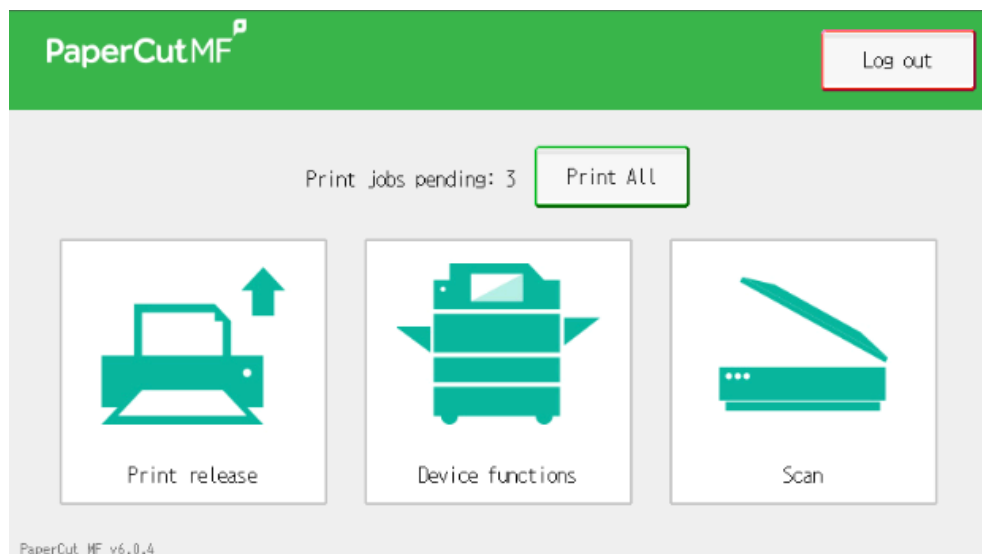


Then you will see the options screen.

To release print jobs, select Print Release.

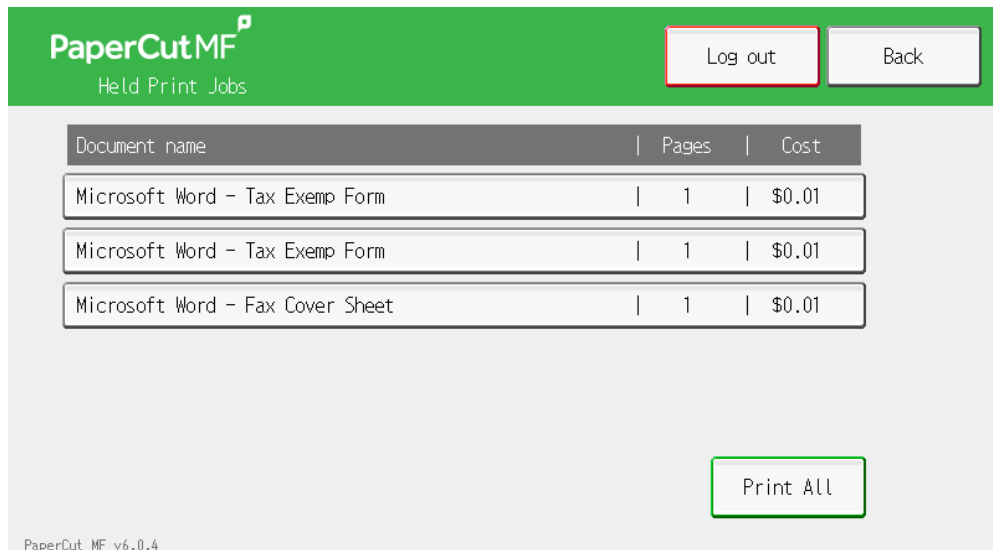
To **Copy**, select **Device Functions**.

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.



The screenshot shows the PaperCutMF web interface. At the top, there is a green header with the PaperCutMF logo and the text "Held Print Jobs". To the right of the header are two buttons: "Log out" (highlighted with a red border) and "Back". Below the header is a table with three columns: "Document name", "Pages", and "Cost". The table contains three rows of print jobs. At the bottom right of the interface is a button labeled "Print All".

Document name	Pages	Cost
Microsoft Word - Tax Exemp Form	1	\$0.01
Microsoft Word - Tax Exemp Form	1	\$0.01
Microsoft Word - Fax Cover Sheet	1	\$0.01

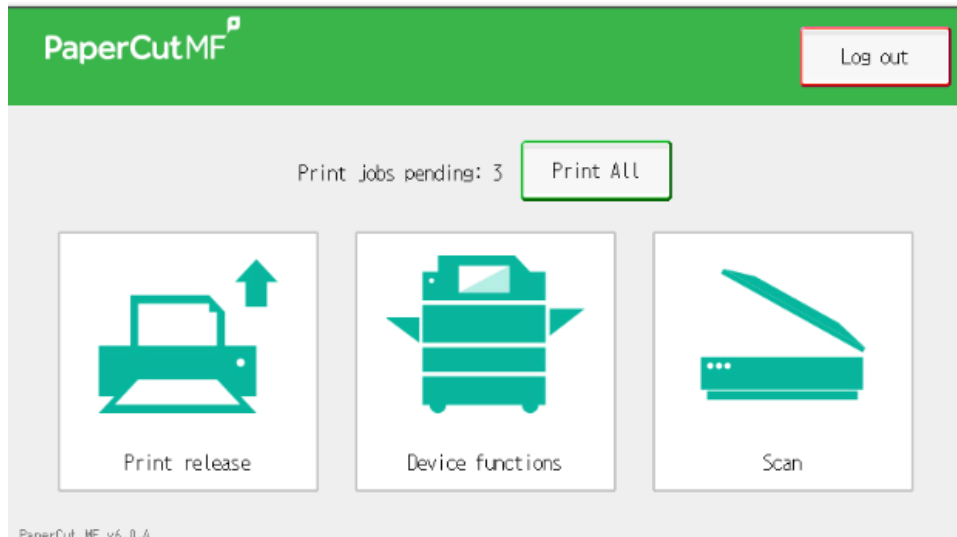
Print All

PaperCut MF v6.0.4

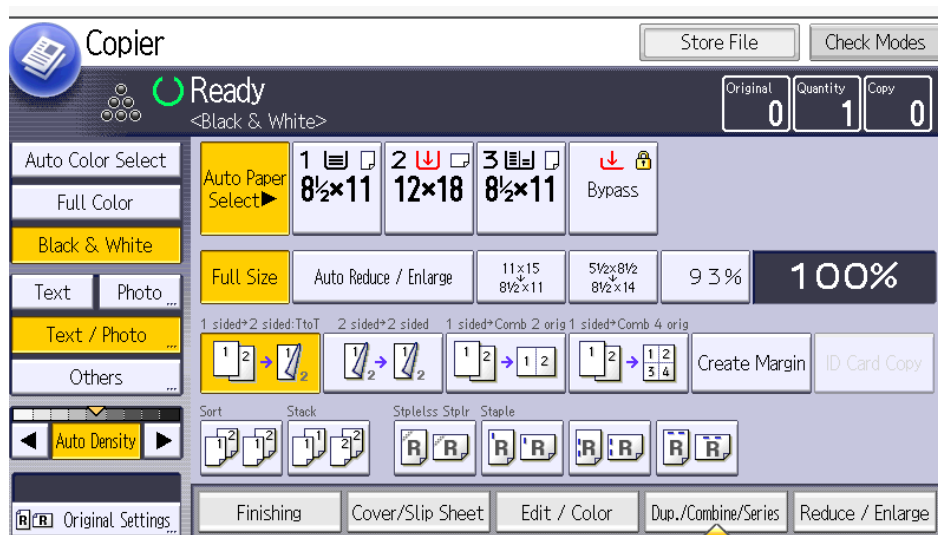
After you have released your print job, **make sure to hit Logout** or tap your badge on the card reader again. **If you do not hit Logout** or tap your badge on the card reader again, **you will be automatically logged out after 3 minutes.**

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.**