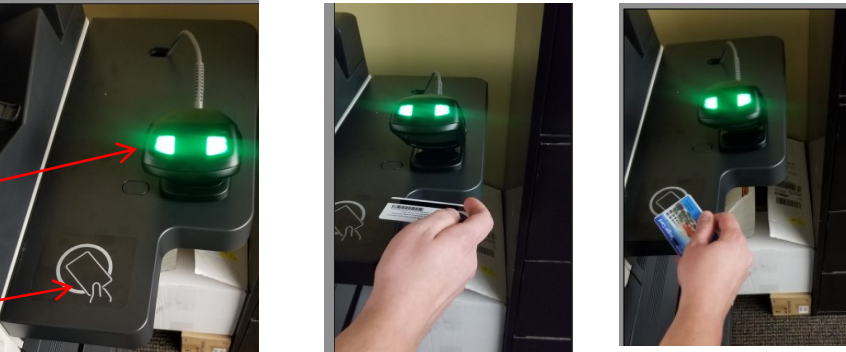
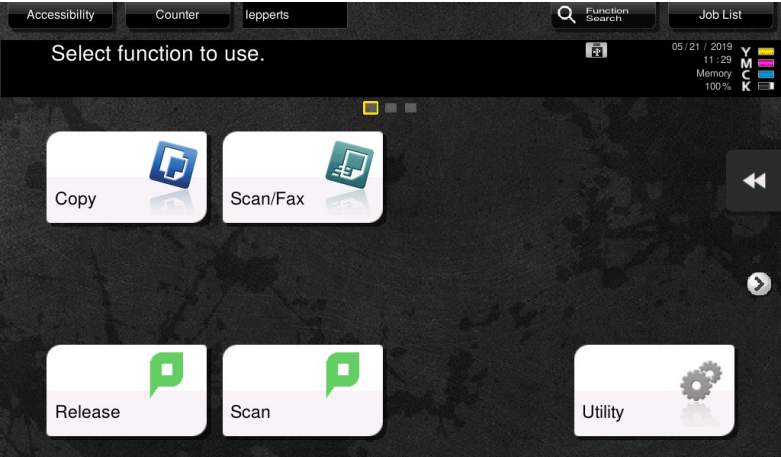
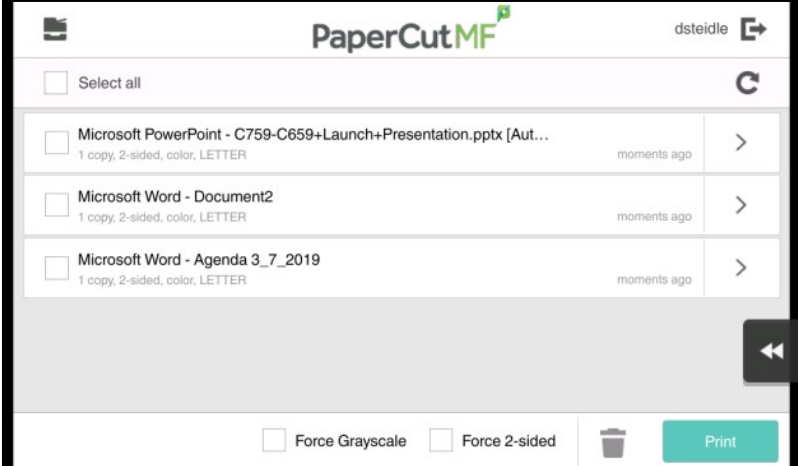




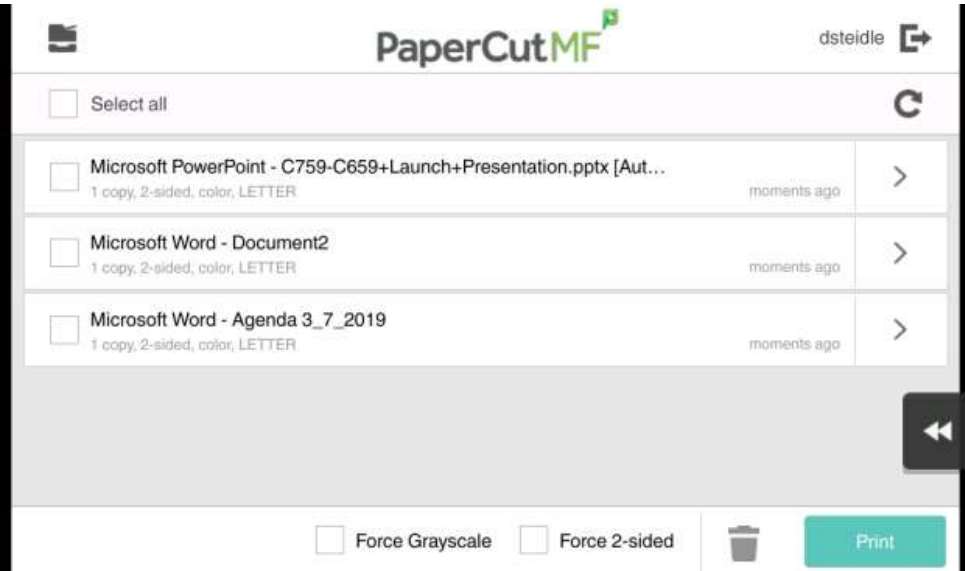
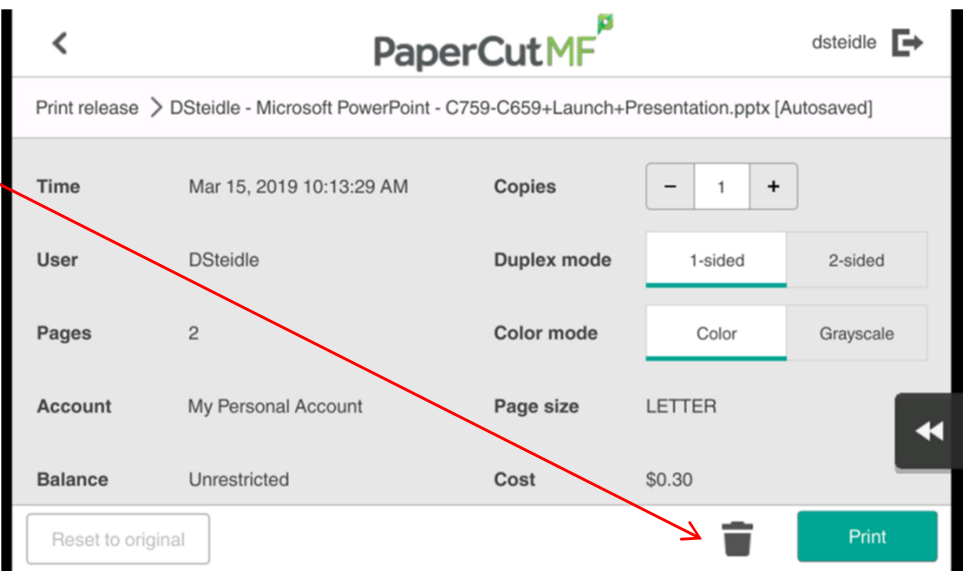
**Log On Process After The Initial Registration Of Your Badge**

Log On Process	
<p>Once registered you will swipe your ID badge to release your print jobs or use the other functions of the MFD.</p> <p><b>Students</b> use the barcode card reader.</p> <p><b>Staff</b> use the Proximity card reader</p>	
<p>After you swipe your ID PaperCut will take you to:</p> <ol style="list-style-type: none"> <li>1. The main screen if you have sent <b>no</b> print jobs.</li> </ol> <p>Or</p> <ol style="list-style-type: none"> <li>2. The Job Release screen if you have sent print jobs prior to swiping your badge.</li> </ol> <p>*If you forget your badge, you can manually log into Papercut, see <b>Manual Process</b> at the back of the user guide for instructions.</p>	 





**Print Job Release Process:**

<p><b>Release Jobs</b></p> <p>To release print jobs</p> <ol style="list-style-type: none"> <li>1. Check the job you want to release or select all to print all of the jobs.</li> <li>2. You can delete jobs you do not want to print by either not checking and they will be deleted in 24 hours or check the documents and select the trash can.</li> </ol> <p>*Unreleased jobs will remain in the PaperCut queue for 24 hours then will be deleted.</p>	 <p>The screenshot shows the PaperCutMF interface with a list of three print jobs. Each job has a checkbox on the left and a right arrow on the right. At the bottom, there are checkboxes for 'Force Grayscale' and 'Force 2-sided', a trash can icon, and a 'Print' button.</p>
<p><b>Print Job options</b></p> <p>If you want to change the print job options touch the right arrow.</p> <p>You can change the following:</p> <ol style="list-style-type: none"> <li>1. Color mode</li> <li>2. Duplex mode</li> <li>3. Number of copies</li> </ol>	 <p>The screenshot shows the 'Print release' options for a specific job. It includes fields for Time, User, Pages, Account, Balance, Copies, Duplex mode, Color mode, Page size, and Cost. A red arrow points from the text 'touch the right arrow' in the left column to the right arrow icon in the top right corner of the screenshot. At the bottom, there is a 'Reset to original' button, a trash can icon, and a 'Print' button.</p>





**Release Jobs-Continued**

**Log Out / Go To Main Menu**

To go to **Main Menu** select the icon in the top left corner-

To **Log Out** from this page select icon in top right corner.

The screenshot shows the PaperCut MF main menu. At the top left is a printer icon. The header includes the PaperCut MF logo and the user name 'dsteidle' with a log out icon. Below the header is a 'Select all' checkbox and a refresh icon. A list of print jobs is shown, each with a checkbox, filename, and status. At the bottom are checkboxes for 'Force Grayscale' and 'Force 2-sided', a trash icon, and a 'Print' button.

The screenshot shows the 'Print release' settings page for a specific job. The header includes a back arrow, the PaperCut MF logo, and the user name 'dsteidle' with a log out icon. The page title is 'Print release > DSteidle - Microsoft PowerPoint - C759-C659+Launch+Presentation.pptx [Autosaved]'. The settings are organized into two columns: 'Time' (Mar 15, 2019 10:13:29 AM), 'User' (DSteidle), 'Pages' (2), 'Account' (My Personal Account), and 'Balance' (Unrestricted) on the left; 'Copies' (1), 'Duplex mode' (1-sided), 'Color mode' (Color), 'Page size' (LETTER), and 'Cost' (\$0.30) on the right. At the bottom are a 'Reset to original' button, a trash icon, and a 'Print' button.

