HOW TO GUIDE

How to Print from a USB:

Login with your ID or swipe your card

Click on Device Functions

It will display your Account Details, Click on Access Device

Insert USB

Select Print a document from external memory

Select the document you want to print, Press Print

Choose your finishing options

Press Start (Blue Button on the Device Panel)

How to Release/Delete a Print Job:

Login with your ID or swipe your card

Click on Print Release

To release your Print Job
Select the print job you want to print
Click on Print

To delete a Print Job
Select the print job you want to delete
Click on the Dustbin