

# **HOW TO GUIDE**



# **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** 

A	PaperCutMF	lindricb
✓ 2 jobs, 2 pages, R 1.18		C*
color_chart.pdf 1 copy, 1-sided, Color, A4		11 minutes ago
Color_chart.pdf 1 copy, 1-sided, Color, A4		12 minutes ago
	Force Grayscale Force 2-sided	Print

## To delete a Print Job Select the print job you want to delete

Click on the **Dustbin** 

# How to Print from a USB:

Login with your **ID** or **swipe your card** 

#### Click on **Device Functions**





### Select Print a document from external memory



#### Select the document you want to print, Press Print

A lindricb				Job List	
Select docu choose the File Type	ment(s) and then desired function. : PDF/ JPEC	S/ TIFF/ XPS/ OOXML/ PPML	•	27/06/2019 M 17:23 Memory 100%	
	Ext.	Memory		*	
	File Path		899 C		
	Date 🔸 Name				

<b>↑</b>	PaperCutMF	lindricb	÷
✓ 2 jobs, 2 pages, R 1.18		4	*
color_chart.pdf 1 copy, 1-sided, Color, A4		11 minutes ago	
color_chart.pdf 1 copy, 1-sided, Color, A4		12 minutes ago	
		_	
	Force Grayscale Force 2-sided	Print	

	05/02	color_chart.pdf	Details
System	13/05	System Volume Information	Save
			Prior
			Send
			Comer
			[ Colore ]
		(Top 🚖 Open	
	Cho	ose your finishing ontions	



Press Start (Blue Button on the Device Panel)