

## Printing with Papercut

- Open the desired document and navigate to the print option under file.
- Select the Papercut printing Queue (the name of queue may vary please ask your IT technician if unsure of queue name) for this demonstration the queue is named Papercut.
- Once the job has been sent go to your nearest MFD (copier) with the Papercut embedded application and login (in this example the user is using the ID login but this can be achieved with swipe card or windows login credentials).
- Enter your ID (or windows credentials if you login with username and password).
- Once you have logged in your print jobs will be listed in front of you. Select the print job by pressing the touchscreen and then select the function on the right hand side, this is either cancel job or print.
- Once you have selected print the job is printed off, if you select cancel the job will cancel and you will return to your remaining jobs.
- Alternatively you can select Print all.
- Once you have printed or cancelled the required jobs you can then either log out or press use copier functions to continue using the device.

Papercut