

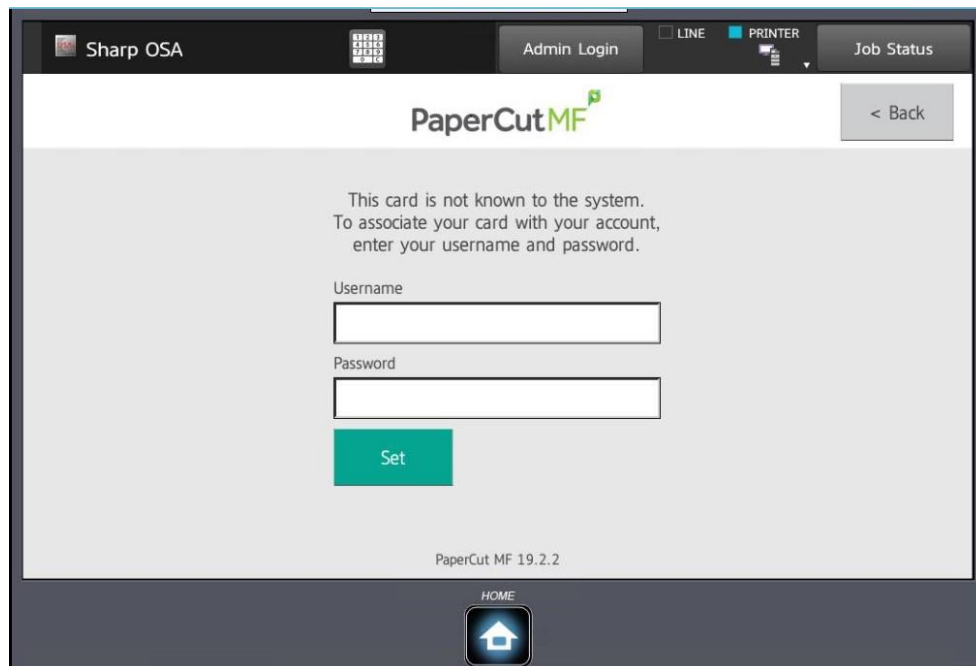
Loyola University Student

Print release Swipe card registration and print Job release instructions

Step 1: swipe your student ID with one of the card readers at a print release station.



Step 2: Enter your copy PaperCut username and password on the touch screen to link your ID to your copy account login.



Sharp OSA

Admin Login

LINE PRINTER

Job Status

PaperCutMF

< Back

This card is not known to the system.
To associate your card with your account,
enter your username and password.

Username

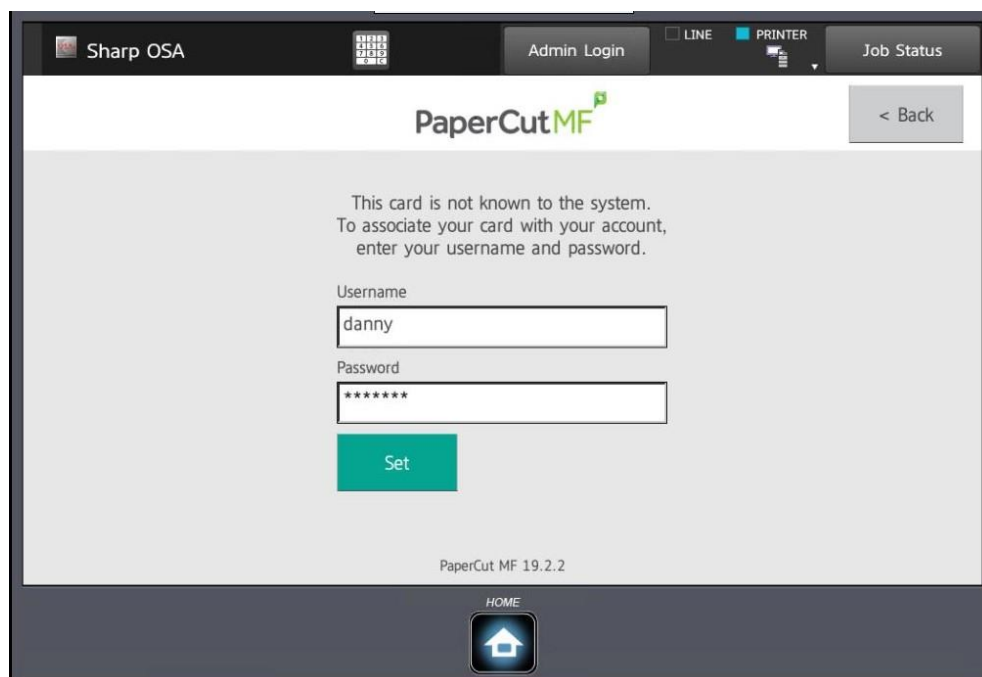
Password

Set

PaperCut MF 19.2.2

HOME

HOME



Sharp OSA

Admin Login

LINE PRINTER

Job Status

PaperCutMF

< Back

This card is not known to the system.
To associate your card with your account,
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Set

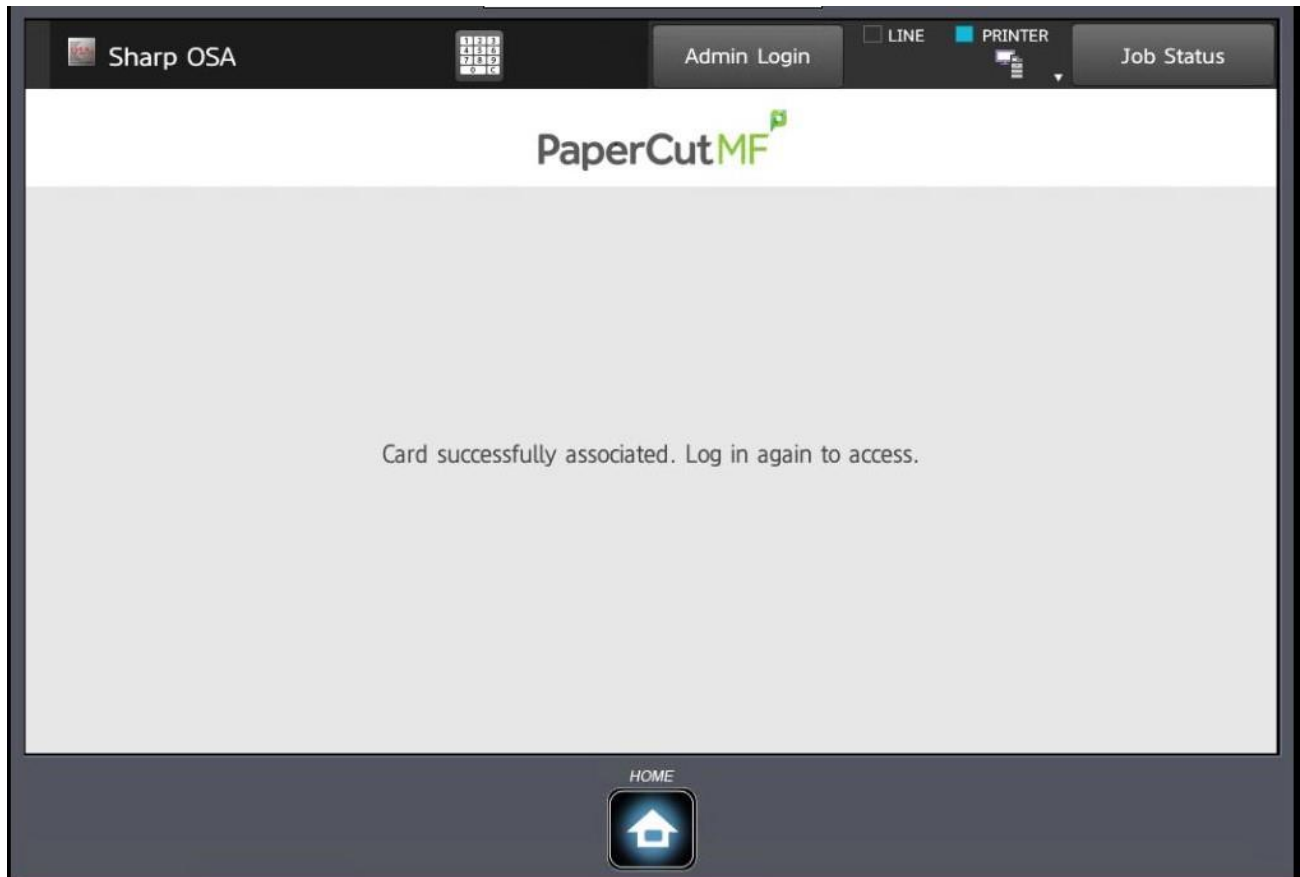
PaperCut MF 19.2.2

HOME

HOME

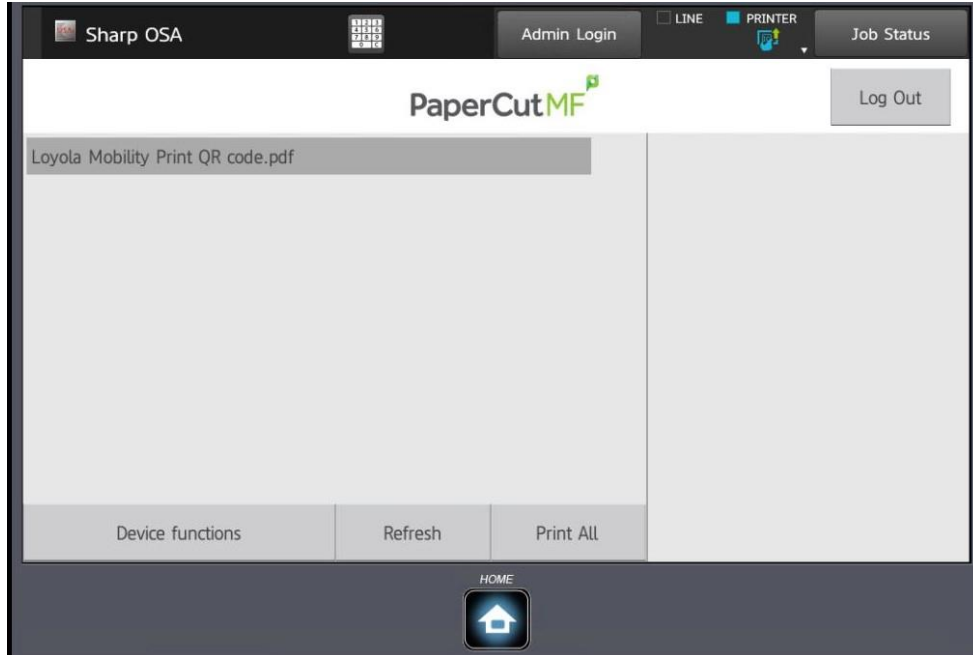
Then select the “Set” button the touch screen to link the Student ID to your account

You will see the following message on the screen when they are linked. You will be automatically logged out once this process is completed.

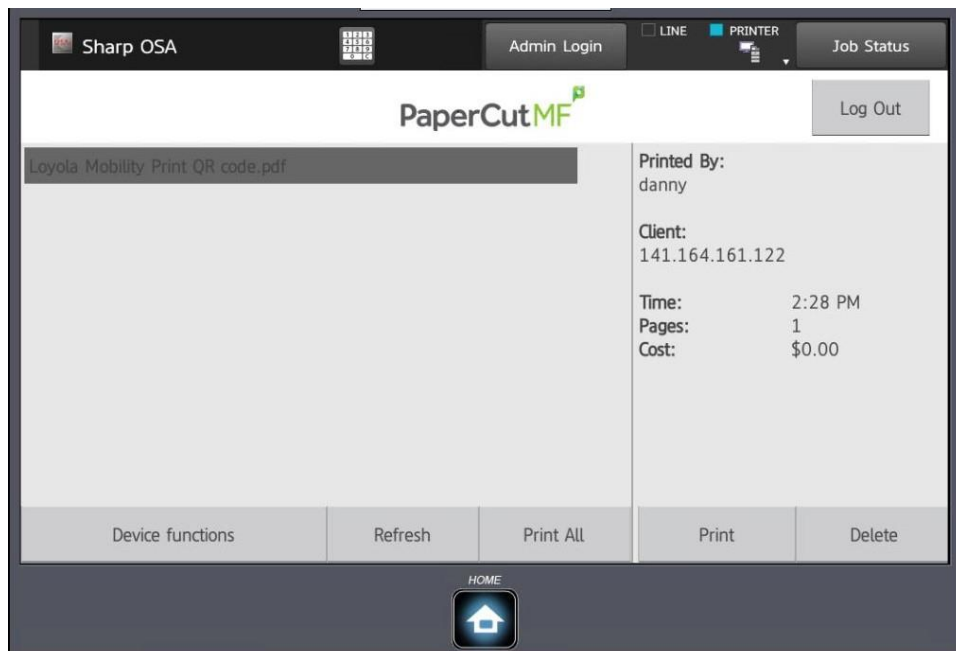


Print job release instructions

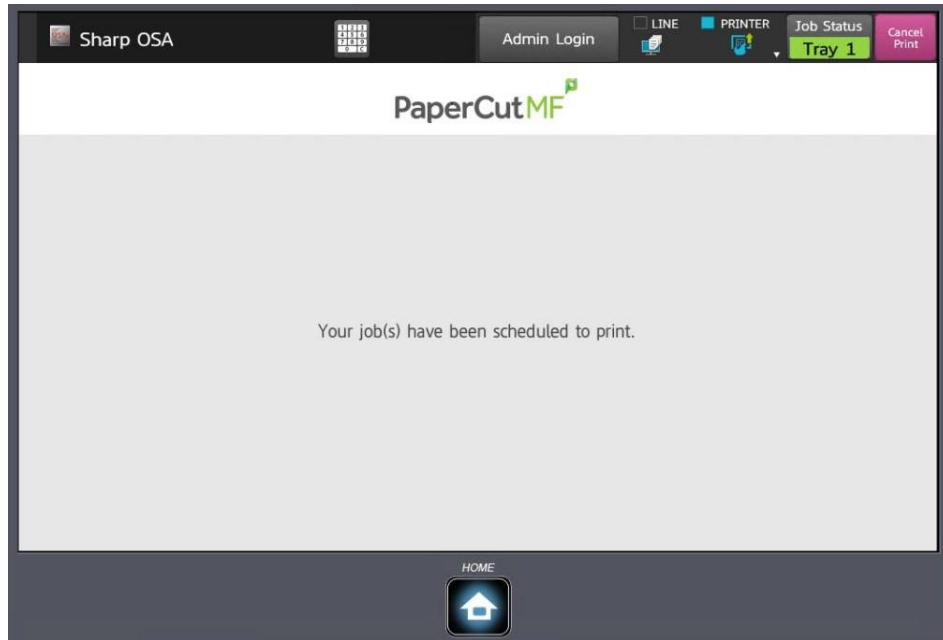
Step1. To release a print job that was sent to a print station, first swipe your student ID to login and you will see your Job/Jobs waiting to be released.



You will have the options to print all pending jobs for your account or you can select each one individually to print or delete if sent in error.



Once you select the print option on the touch screen your job will print and delete itself from the print que. The screen will then display this message.



You will then select the logout button on the touch screen to log your account out and leave the print station ready for the next user.

