This is the screen you will see when you click Print in your application:

1. Enter your staff number and password and click OK.

2. The details of your print job will appear. Click Print to release your print jobs or select Apply to all documents in queue to release all your print jobs.
3. Go to the printer, tap your staff card on the sensor and enter the PIN code you have created. The following screen will appear:

![PaperCut MF screen](image)

4. Click **Print Release**, and select the print jobs you wish to print, or **Select all jobs** to release all your print jobs. Once selected, tap **Print** and your documents will then print.

![Print release options](image)