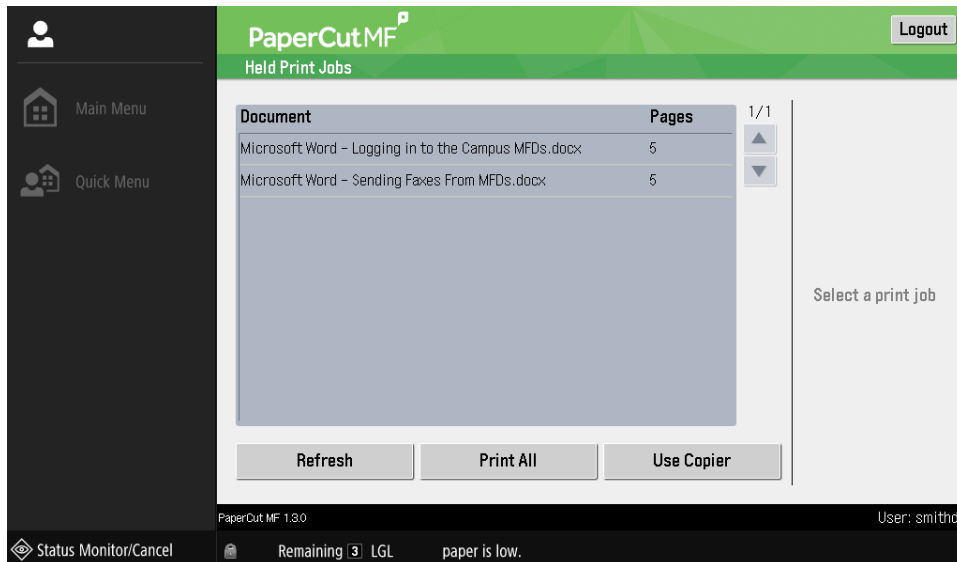


Logging In to the MFD

1. Log in to the campus MFD following the directions in the **Logging in to the Campus MFDs** document.

Releasing Held Print Jobs from the Secure Print Queue

1. Once you have logged in to the MFD, any print jobs held for release will be displayed.

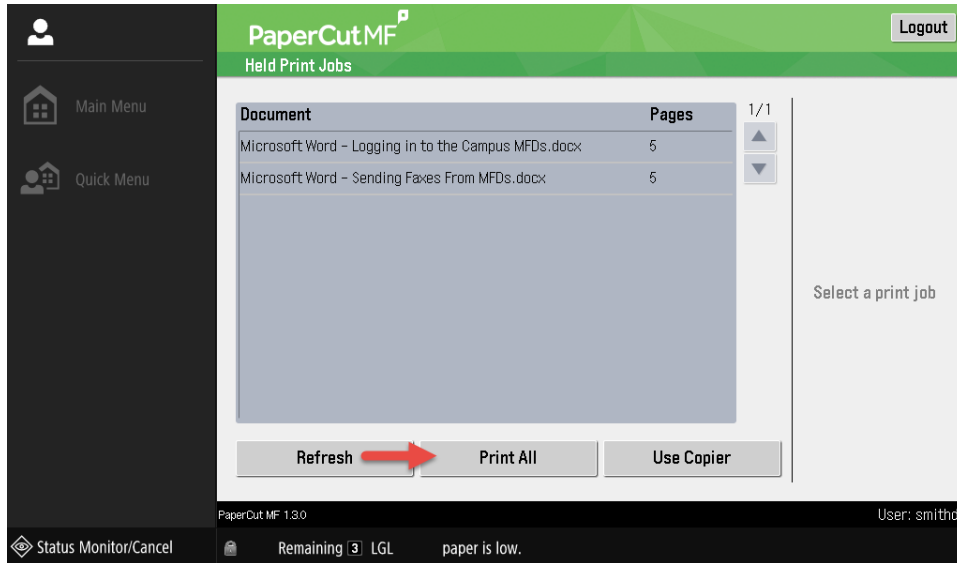


The screenshot displays the PaperCut MF interface for a user named 'smitnd'. The interface is titled 'PaperCutMF[®] Held Print Jobs' and includes a 'Logout' button in the top right corner. On the left side, there is a dark sidebar with a user icon, a 'Main Menu' button, and a 'Quick Menu' button. The main content area features a table with two columns: 'Document' and 'Pages'. The table lists two documents: 'Microsoft Word - Logging in to the Campus MFDs.docx' with 5 pages and 'Microsoft Word - Sending Faxes From MFDs.docx' with 5 pages. To the right of the table, there is a '1/1' indicator and two arrow buttons for navigation. Below the table, there are three buttons: 'Refresh', 'Print All', and 'Use Copier'. At the bottom of the interface, there is a status bar with the text 'Status Monitor/Cancel', 'Remaining 3 LGL', and 'paper is low.'. The user's name 'User: smitnd' is visible in the bottom right corner.

Document	Pages
Microsoft Word - Logging in to the Campus MFDs.docx	5
Microsoft Word - Sending Faxes From MFDs.docx	5

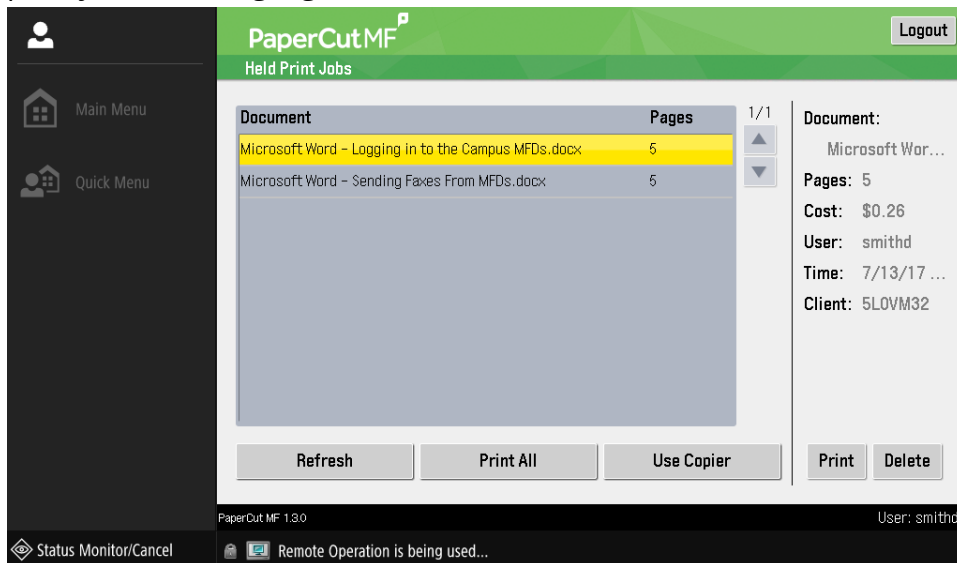
Release All Held Print Jobs

1. To print all the listed held print jobs, press the **Print All** button.

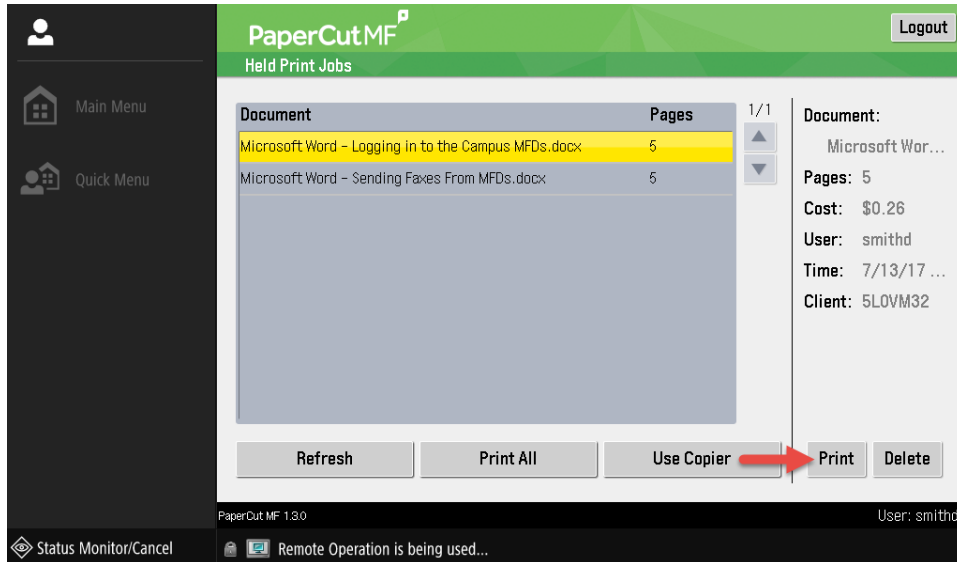


Release Individual Held Print Jobs

1. Tap the name of the held print job in the list that you wish to print to select it. The selected held print job will be highlighted in the list.



2. Press the **Print** button to print the selected held print job.

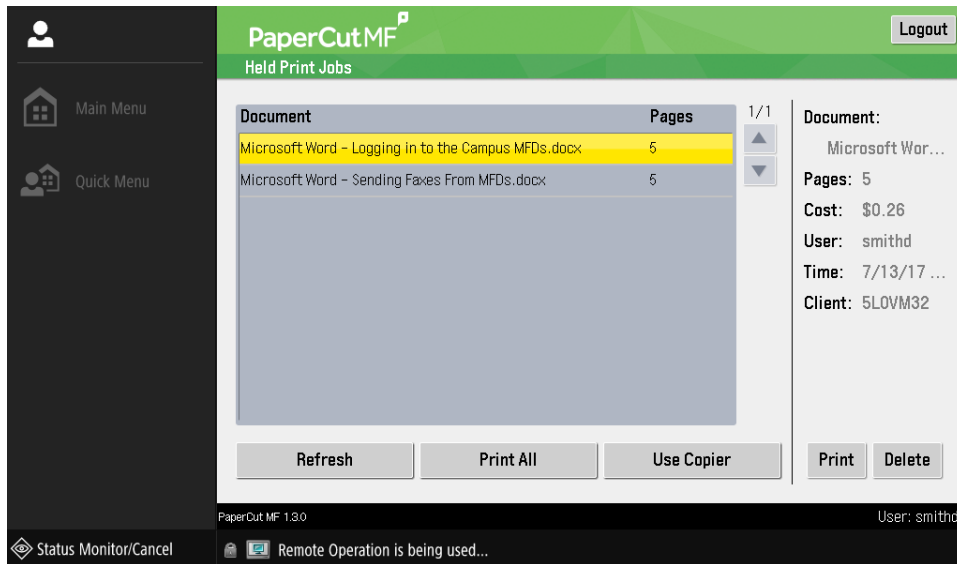


3. Press the **OK** button to return to the held print job list and print or cancel additional documents, or use MFD functions.

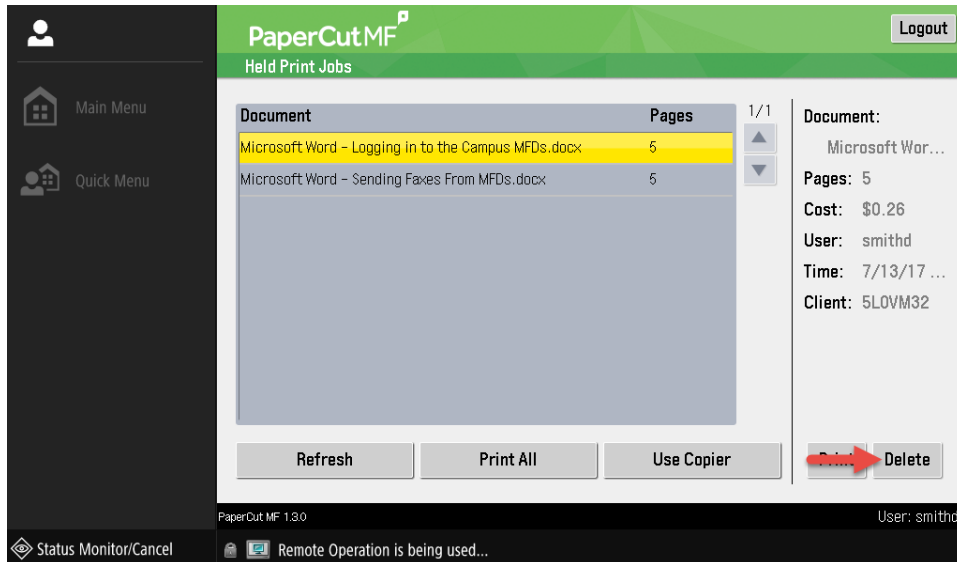


Delete Individual Held Print Jobs

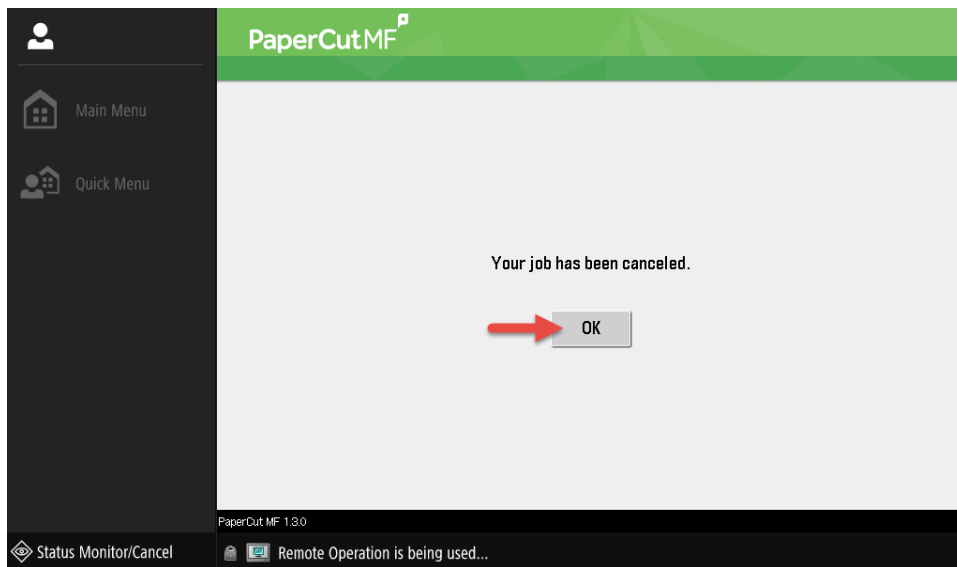
1. Tap the name of the held print job in the list that you wish to delete to select it. The selected held print job will be highlighted in the list.



2. Press the **Delete** button to delete the selected held print job.

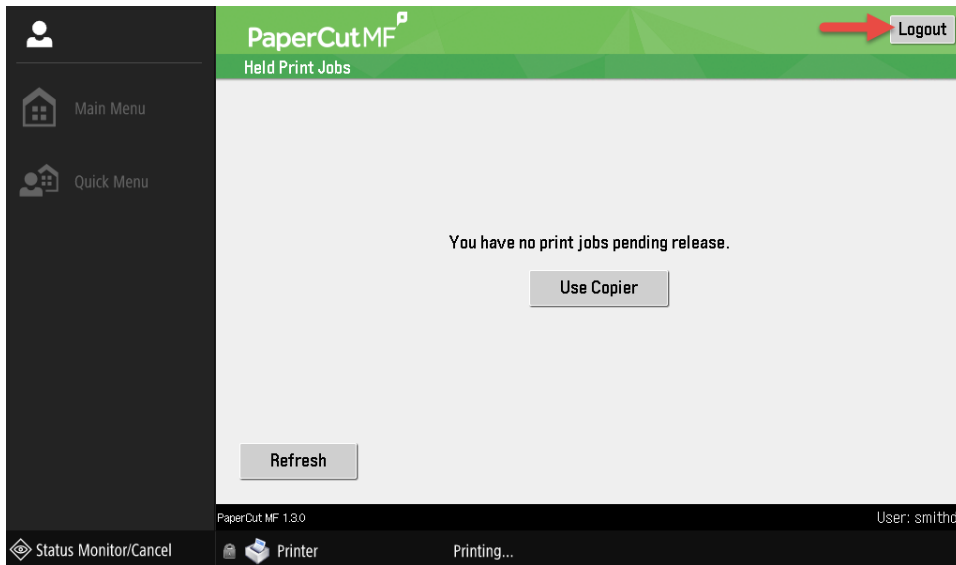


3. Press the **OK** button to return to the held print job list and print or cancel additional documents, or use MFD functions.

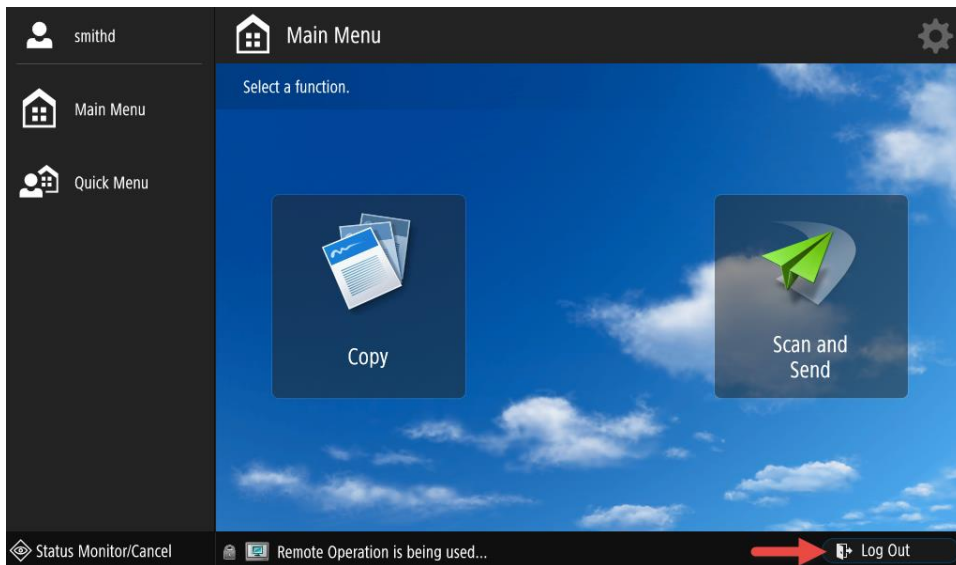


Logging Out

When you are finished using the campus MFD, log out by pressing the **Logout** button.



or



NOTE: You will be automatically logged out after approximately 30 seconds of inactivity.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.