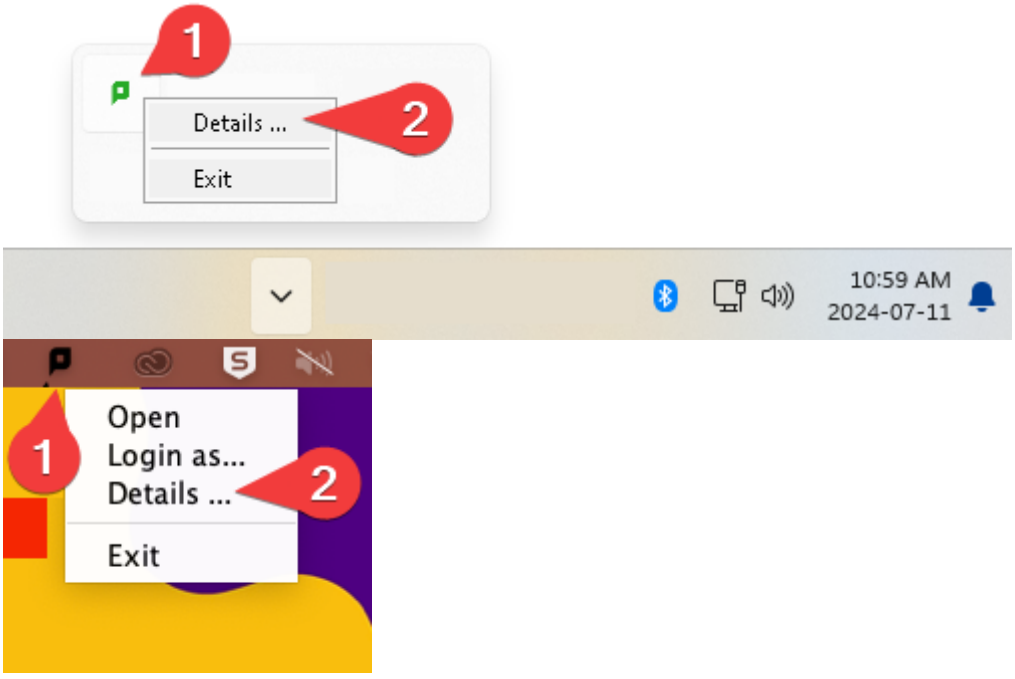
How to release your print job directly from your computer to the new Ricoh/Findme printers in EOSM and ESB

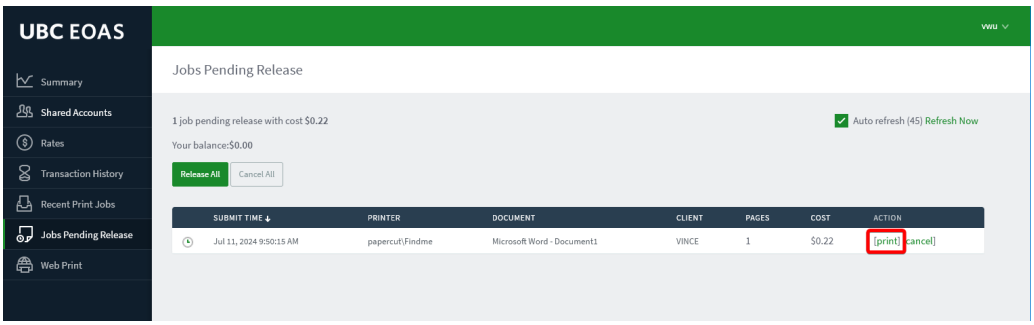
Vincent Wu - 2025-04-30 - Print

Use this option only if printing documents that are not sensitive.

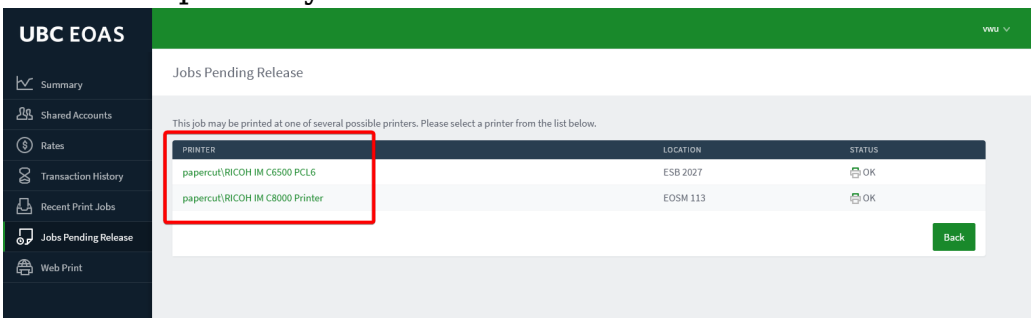
1. After authenticating and clicking print from the Papercut Client (Windows or Mac instructions), go to https://papercut.eoas.ubc.ca:9192/app?service=page/UserReleaseJobs. Alternatively, right-click on the PaperCut icon in your taskbar (bottom right) on Windows or in the menu bar on Mac and click 'Details...'



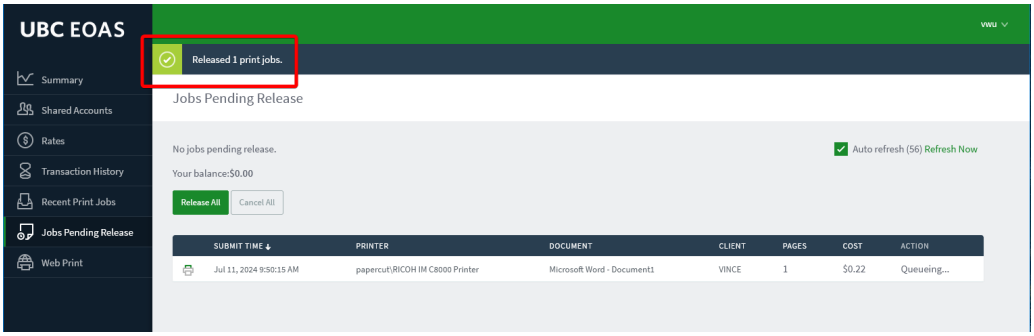
2. Login with your EOAS credentials, not CWL.
3. Click 'Print' on the document you want to print.



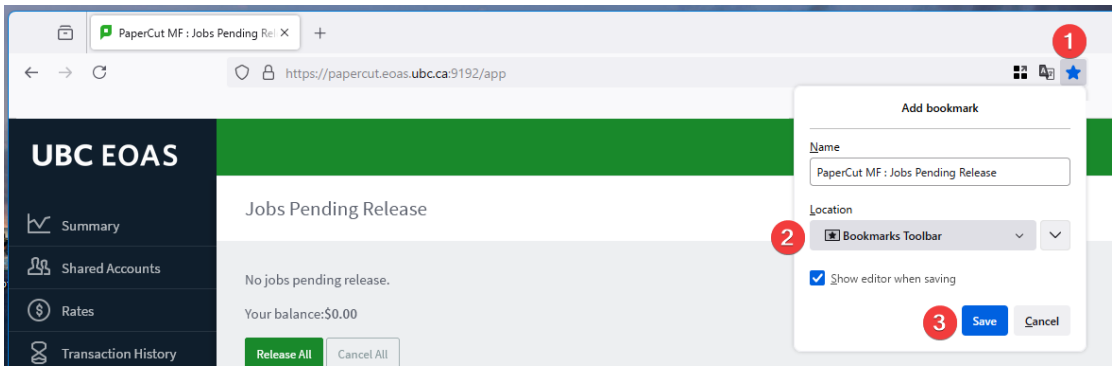
4. Select the printer you wish to release to.

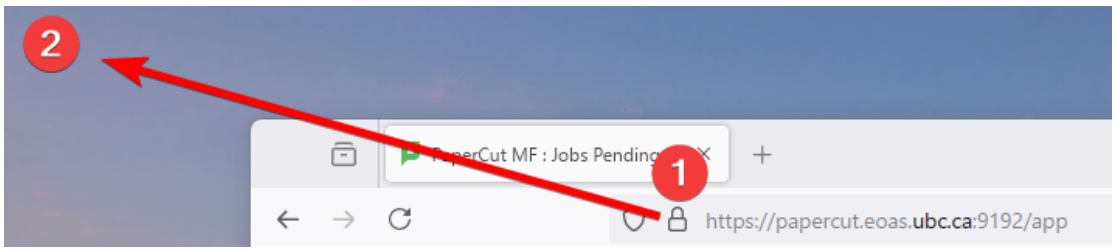


5. If successful, you should receive a banner saying your job has been released.



You can favourite/bookmark the link to your browser's toolbar from step 1 or save it as a shortcut to your desktop by dragging the lock icon to your desktop.

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PaperCut MF : Jobs Pending
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https://papercut.eoas.ubc.ca:9192/app