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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.

 After authenticating and clicking print from the Papercut Client (<u>Windows</u> or <u>Mac</u> instructions), go to <u>https://papercut.eoas.ubc.ca:9192/app?service=page/UserRe</u> <u>leaseJobs</u>. 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.

UBC EOAS							wu
└─ Summary	Jobs Pending Release						
岛 Shared Accounts	1 job pending release with cost \$0.22						Auto refresh (45) Refresh Now
③ Rates	Your balance:\$0.00						
S Transaction History	Release All Cancel All						
Recent Print Jobs							
Jobs Pending Release	Jul 11, 2024 9:50:15 AM	papercut\Findme	Microsoft Word - Document1	VINCE	PAGES 1	\$0.22	[print] cancel]
Heb Print							

## 4. Select the printer you wish to release to.

UBC EOAS			wa
🗠 Summary	Jobs Pending Release		
路 Shared Accounts	This job may be printed at one of several possible printers. Please select	a printer from the list below.	
(\$) Rates	PRINTER	LOCATION	STATUS
Transaction History	papercut\RICOH IM C6500 PCL6	ESB 2027	Вок
Recent Print Jobs	papercut\RICOH IM C8000 Printer	EOSM 113	(E) OK
Jobs Pending Release			Back
🐣 Web Print			

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

UBC EOAS							w
herm	Released 1 print jobs.						
Shared Accounts	Jobs Pending Release						
(\$) Rates	No jobs pending release.					🗸 Auto re	fresh (56) Refresh Now
Transaction History	Your balance:\$0.00						
Recent Print Jobs	Release All Cancel All						
Jobs Pending Release		0000720	DOCUMENT	CI ICUT	DISES	COST	101
🖨 Web Print	Jul 11, 2024 9:50:15 AM	papercut\RICOH IM C8000 Printer	Microsoft Word - Document1	VINCE	1	\$0.22	Queueing

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.

PaperCut MF : Jobs	Pending Rel X +	1
$\leftarrow \rightarrow C$	O A https://papercut.eoas. <b>ubc.ca</b> :9192/app	17 📭 🖈
		Add bookmark
UBC EOAS		Name PaperCut MF : Jobs Pending Release
🗠 Summary	Jobs Pending Release	Location
A Shared Accounts	No jobs pending release.	Show editor when saving
③ Rates	Your balance:\$0.00	3 Save Cancel
S Transaction History	Release All Cancel All	

