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How to release your print job at the Ricoh/Findme printers in EOSM and ESB

Vincent Wu - 2025-04-30 - Print

The Findme printer allows you to release and print your document from the printer of your choice, simply tap your UBC card. If you are tapping your UBC card for the first time, you will need to associate your card with your EOAS account **(not your CWL)**. After association, you only need to tap your card.

For troubleshooting, please see the bottom of this article.

1. Tap your UBC card.



2. Enter your EOAS username and password (**not your CWL**) to associate your UBC card.

Asso	ociate your card wi	th a user account b details.	y entering yo	ur logir	1	
	Username					
	Password					
		Associate				
PaperCut MF 2.1.5						Admin
Check Status	€	合		8	$\bigcirc$	Stop

3. After successfully associating your card with your EOAS account, you may need to tap your card again. You will now be presented with this screen.

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UBC EOAS		Vincent Wu Log out
	You have 1 print job pending Print	all
Print release	Device functions	Scan
Check Status May 09 09:58	9 2024 <b>5 11</b>	a 🧔 Stop

- 4. Select the Print release icon.
- 5. You will get a list of all jobs you have sent to the printer. Check (1) the box of the document you wish to print and tap 'Print' (2).

If you wish to check the settings of your print job and account it will be charged to, tap the arrow.

If you do not release your print job at the printer, it will be automatically cancelled after 1 hour.

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1 job, 1 page, \$0.2	22							Ŕ	).
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6. After you are finished, tap Log out from the top right.

Troubleshooting See FAQs