



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

Vincent Wu - 2025-02-21 - 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.

Associate your card with a user account by entering your login details.

Username _____

Password _____

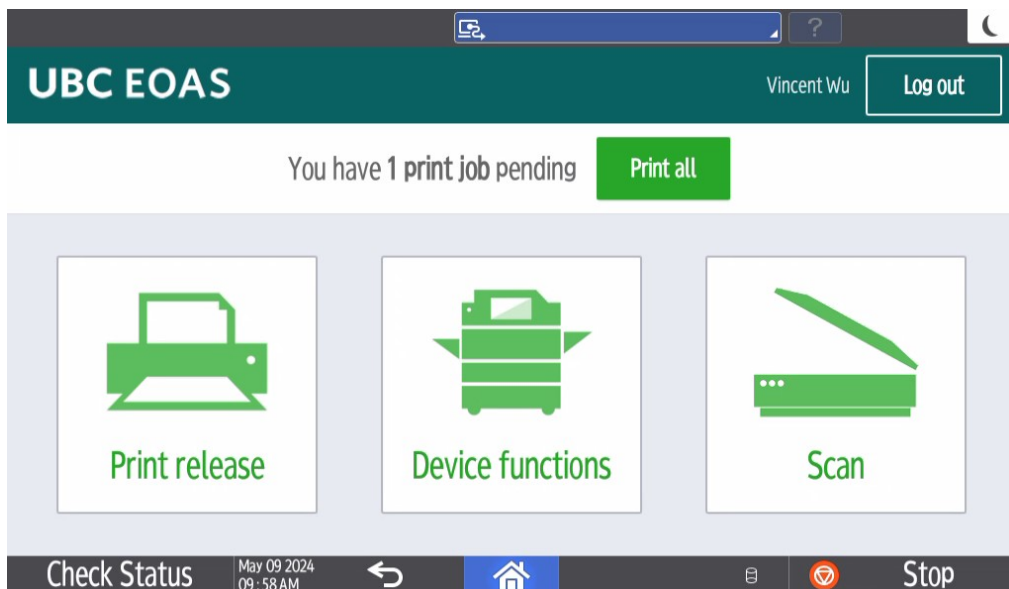
Associate

PaperCut MF 2.1.5

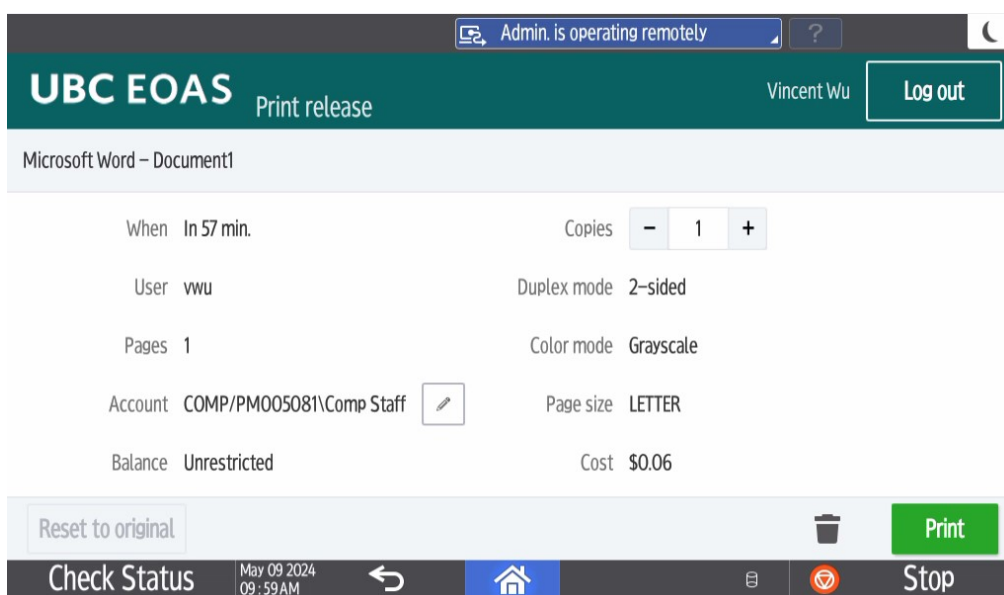
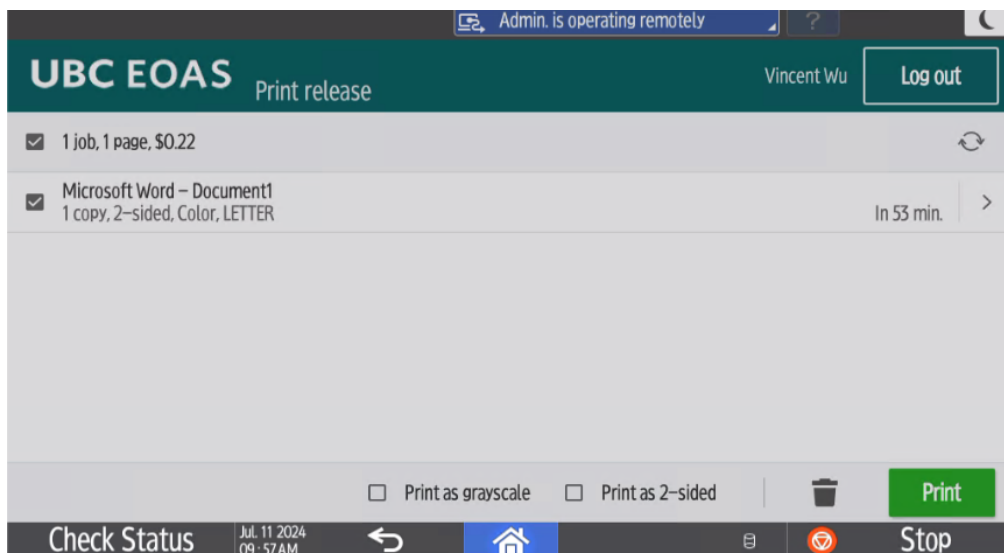
Admin



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.



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.



6. After you are finished, tap Log out from the top right.

Troubleshooting

[See FAQs](#)