How to Release Your Printing from a Copier

To release print jobs sent from WebPrint or from Hertford student PCs follow these instructions.

1. Choose PaperCut on the copier screen.

2. Tap your Bod card on the reader or choose ID Number and enter your 6-digit number (see the guide How to Check Your Printer ID Number).

3. Press **Print All** to print all your documents.
Alternatively, press the **Print release** button to view all your print jobs held in the queue.

You can select individual items to print or cancel.