



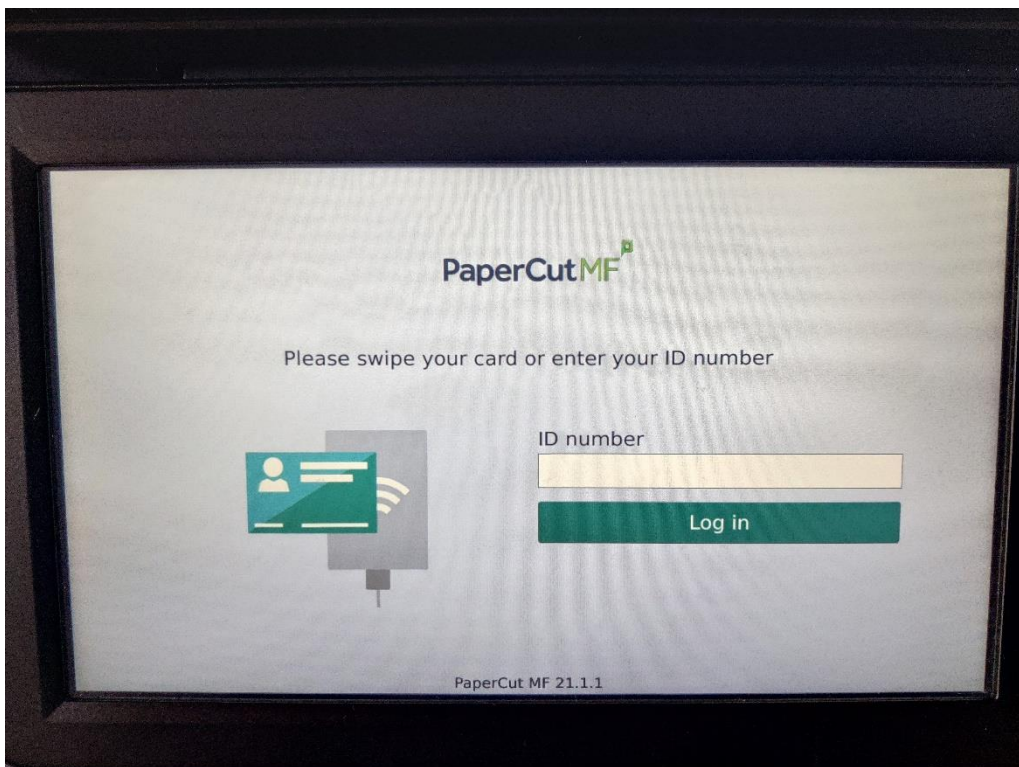
# How to release your printing at a copier

Hertford College copiers work in print release mode.

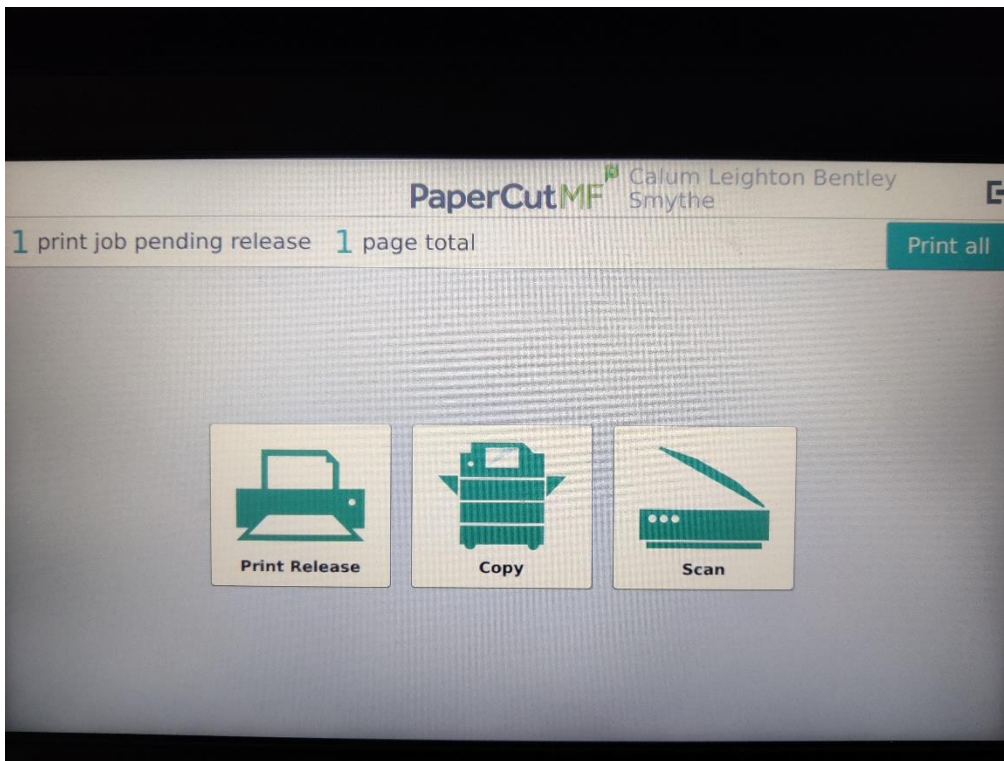
Go to a copier; tap your Bod Card against the card reader to login automatically.



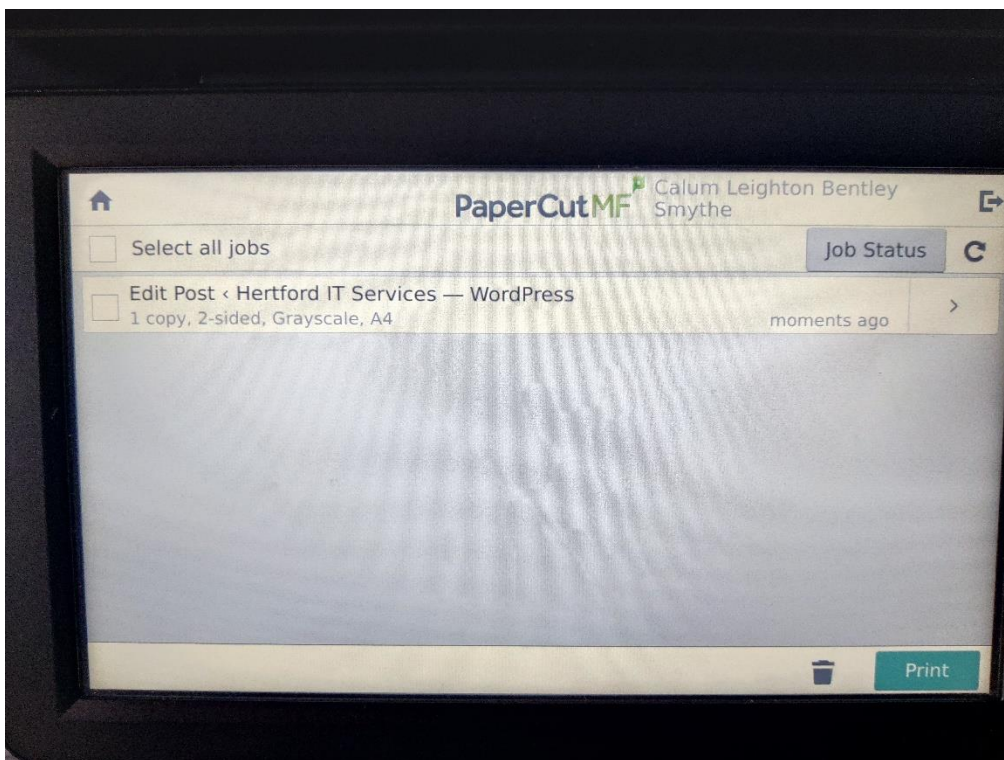
If don't have your Bod card on you then log in using your printer ID number.



You are then presented with the Papercut welcome screen:



You can either press **Print All** to release all your print documents or press **Print release** to view your queued documents and print items individually.



You can select individual items to print or delete your items using the bin icon. Press **Select all jobs** and then **Print** to print everything.

When you are finished press **Log out** (the icon in the top right of the screen).