How to release a print job at a Ricoh Multi-function device (MFD)

This reference guide will explain:

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**How to release a print job at a Ricoh MFD**

1. Touch the display screen to wake up the device.

2. The log in screen is displayed. If you do not have a TAFE card, enter your TAFE **username** and **password**, then press Login.

3. If your TAFE card has a magnetic stripe on it, **swipe it downwards** through the card reader.

   Alternatively, if your TAFE card **does not** have a magnetic stripe on it, tap it on the card reader.
4. If prompted, enter your TAFE network **Username** and **Password**. Press **Associate** to complete the registration process.

5. From the home screen select **Print Release**.

6. Your print jobs available for printing will be displayed. Select the checkbox next to the jobs to be printed & then press **Print**.

   Alternatively, if you wish to print all print jobs, select the checkbox next to **Select All** & then press **Print**.

   **Note:** Print jobs not released within 24 hours by users will automatically be cancelled in the system.

7. After you have printed all jobs available for printing, a message will be displayed advising no jobs are available to be released. If you are expecting more print jobs to be available, press **Refresh**.
Alternatively, if you have released all print jobs, press Log out.

**Note:** You will automatically be logged out after 60 seconds of inactivity.