



How do I Print?

With the implementation of the PaperCut Print Management System, all print jobs are now held securely in a virtual queue until released.

To print from your computer, open your document and click **"File"** then **"Print"**. Select the appropriate printer virtual queue that you wish to use and then print.

Konica Minolta Multi Function Printers

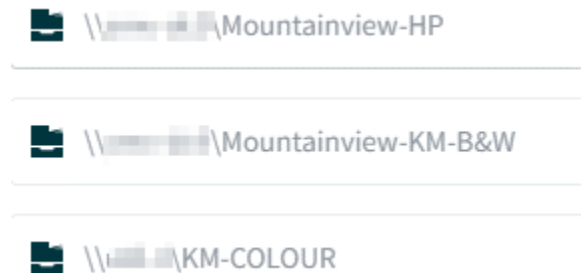
Black and White Printer Name: SchoolName-KM-B&W

Colour Printer Name: KM-Colour

HP Single Function Printers

Printer Name: SchoolName-HP

Example:



How do I Release Print Jobs?

- Staff and students can release print jobs sent to a Konica Minolta copier by using their PIN (employee/student number).
- Print jobs sent to HP printers can be released by either scanning the printer QR code on a mobile device or via the Papercut Portal: <https://print.sd68.bc.ca>
- Print jobs will be held in the queue for 3 days and then deleted.

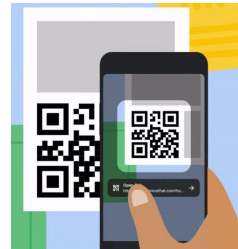
Print Release Instructions – Konica Minolta Copiers

Option 1: PIN Release (RECOMMENDED)

1. At the Konica Minolta device, select the **ID Number** field and enter your PIN (employee/student number) & press **OK**.
2. Alternatively, you can also select the **Username and Password** field to enter your Network Credentials (i.e. what you use to login to your computer).
3. You can choose to **Print, Delete** or **Print All** (Select All) held documents.
4. To print a single job select the job title to highlight it, then press **Print**.
5. To logout of the device after releasing print jobs select the **Exit** icon (top right corner).

Refer to the following [LINK](#) for detailed instructions with screen shots.

Option 2: Scan the QR Code



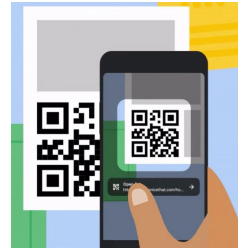
1. Scan the QR code with your mobile phone camera app and open the link.
2. Login with your SD68 credentials to see the print jobs ready for release.
3. Select the job(s) you would like to print and click **Release to Print**.

Option 3: Release from Web

1. From any device browser, go to <https://print.sd68.bc.ca> and login with your SD68 credentials.
2. Select **Jobs Pending Release** in the left-hand menu.
3. Find your print job in the document list and select **[print]** to release it to the printer.

Print Release Instructions – HP Printers

Option 1: Scan the QR Code



1. Scan the QR code with your mobile phone camera app and open the link.
2. Login with your SD68 credentials to see the print jobs ready for release.
3. Select the job(s) you would like to print and click ***Release to Print***.

Option 2: Release from Web

1. From any device browser, go to **<https://print.sd68.bc.ca>** and login with your SD68 credentials.
2. Select ***Jobs Pending Release*** in the left-hand menu.
3. Find your print job in the document list and select **[print]** to release it to the printer.

NEED HELP?

For hardware issues - paper jams, toner, equipment repair and servicing:

- Contact Monk Office:
- service@monk.ca OR 1-800-735-3433
- NOTE: Please have your device ID ready (in the orange row above)

For problems releasing print jobs from the PaperCut queue:

- Contact the NLPS Help Desk
- helpdesk@sd68.bc.ca OR 250-741-5290 Option 1