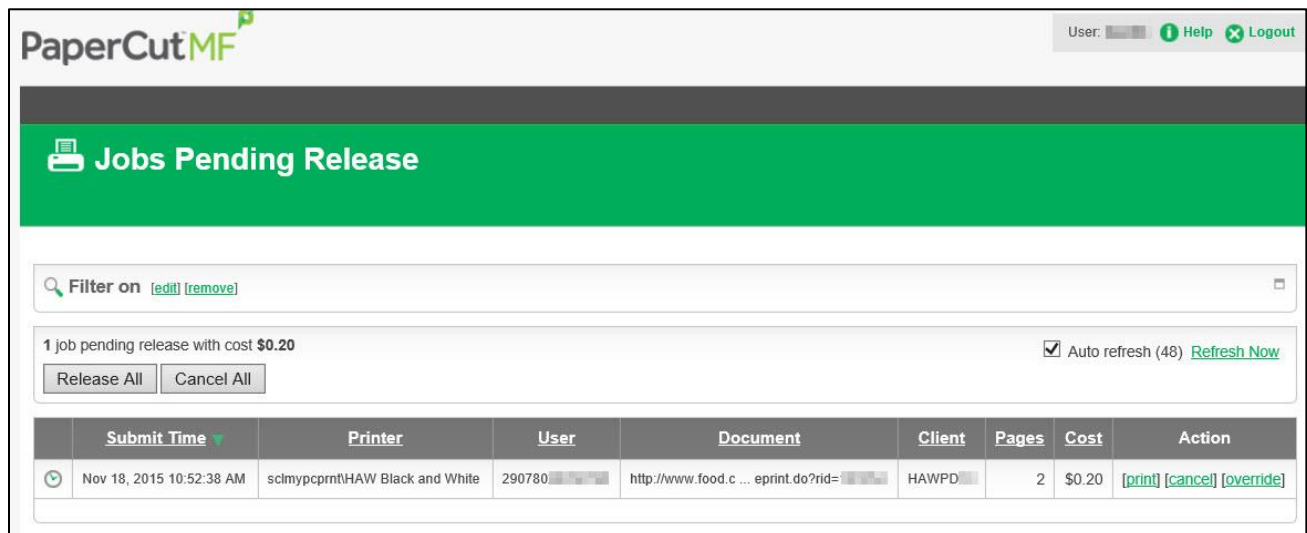


Overriding a patron's print job

Using the PaperCut web interface, library staff can override a patron's print job so that the job is released without the patron being charged.

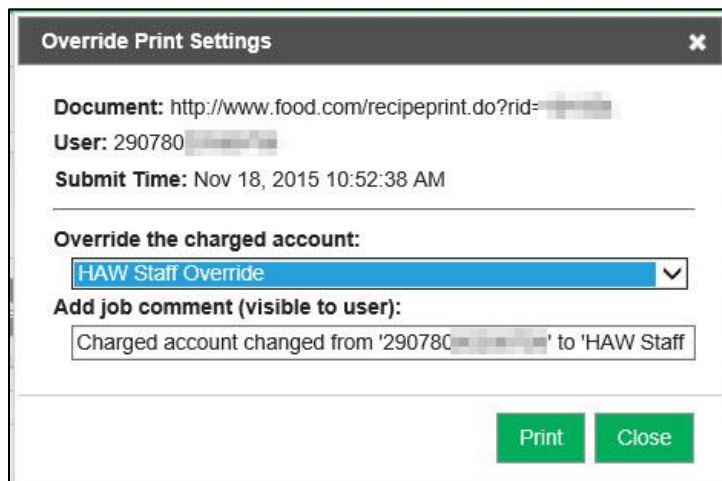
1. In a browser, navigate to to <http://papercut.scls.info/release>
2. Log in with your library staff credentials
3. Locate the job you'd like to release
4. Click the **override** link
5. In the pop-up window, select the override account for your location
6. Enter a reason (optional).
7. Click on **Print** to override and send the job to the printer without charging the patron

Screenshots



The screenshot shows the PaperCutMF web interface. At the top right, there is a user profile section with 'User: [redacted]', a 'Help' icon, and a 'Logout' icon. Below this is a green header bar with a printer icon and the text 'Jobs Pending Release'. Underneath is a search bar with the text 'Filter on [edit] [remove]'. Below the search bar, it says '1 job pending release with cost \$0.20' and has a checkbox for 'Auto refresh (48)' and a 'Refresh Now' link. There are two buttons: 'Release All' and 'Cancel All'. Below this is a table with the following columns: Submit Time, Printer, User, Document, Client, Pages, Cost, and Action.

| Submit Time | Printer | User | Document | Client | Pages | Cost | Action |
|--------------------------|-------------------------------|-------------------|---|------------------|-------|--------|-----------------------------|
| Nov 18, 2015 10:52:38 AM | sclmypcrntHAW Black and White | 290780 [redacted] | http://www.food.c... eprint.do?rid=[redacted] | HAWPD [redacted] | 2 | \$0.20 | [print] [cancel] [override] |



The screenshot shows a pop-up window titled 'Override Print Settings'. It contains the following information:

- Document:** http://www.food.com/recipeprint.do?rid=[redacted]
- User:** 290780 [redacted]
- Submit Time:** Nov 18, 2015 10:52:38 AM
- Override the charged account:** A dropdown menu with 'HAW Staff Override' selected.
- Add job comment (visible to user):** A text box containing 'Charged account changed from '290780 [redacted]' to 'HAW Staff'
- At the bottom, there are two buttons: 'Print' and 'Close'.