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](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**

![Jobs Pending Release](image1)

![Override Print Settings](image2)