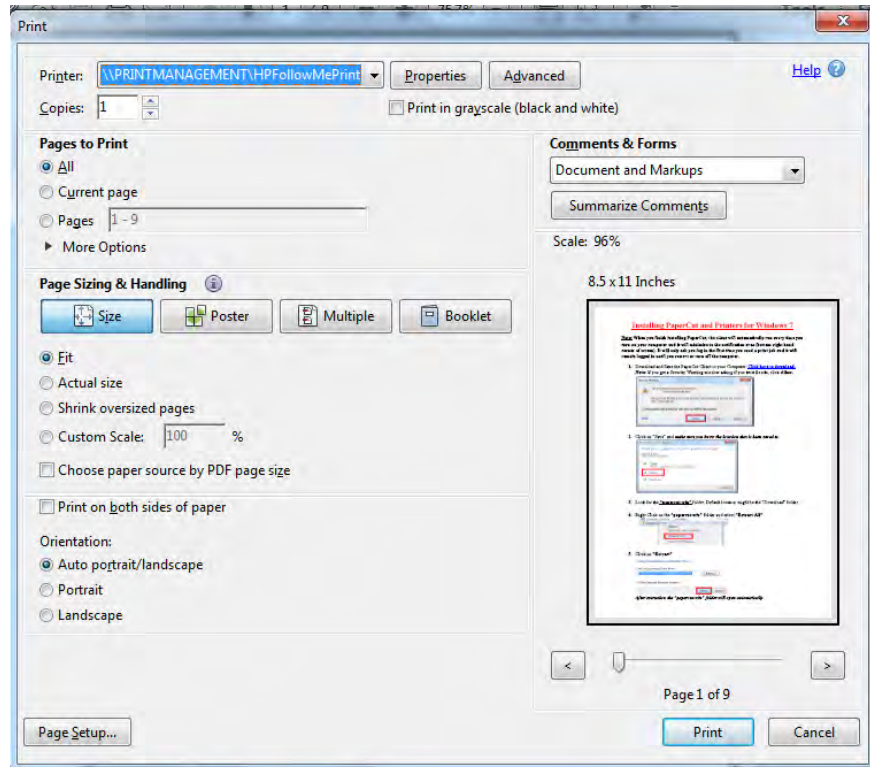


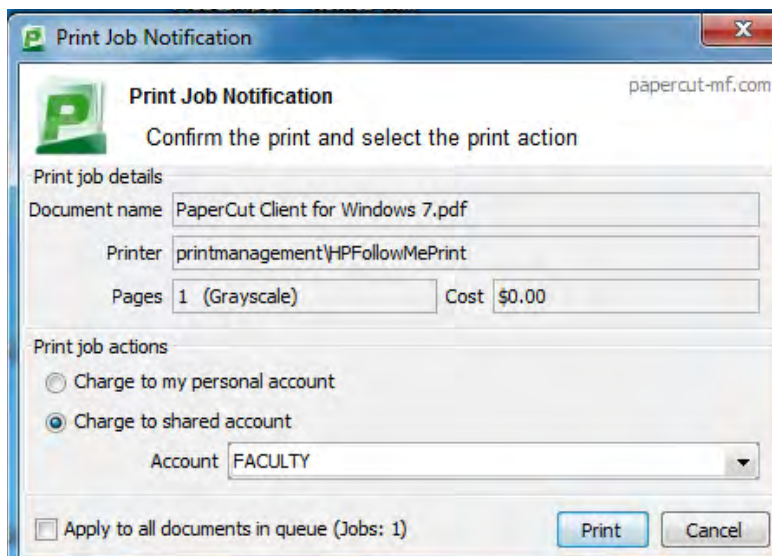
Printing using Paper Cut

Instructions for Faculty and Staff

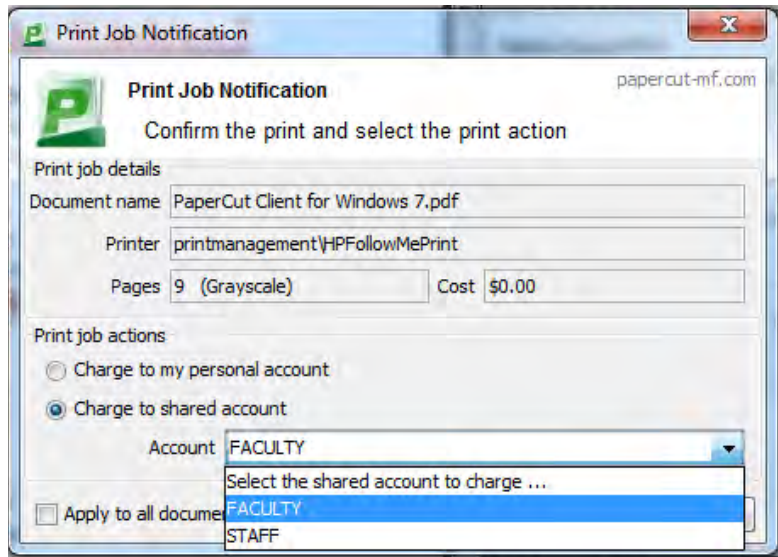
1. Select the printer and send the print job by clicking print



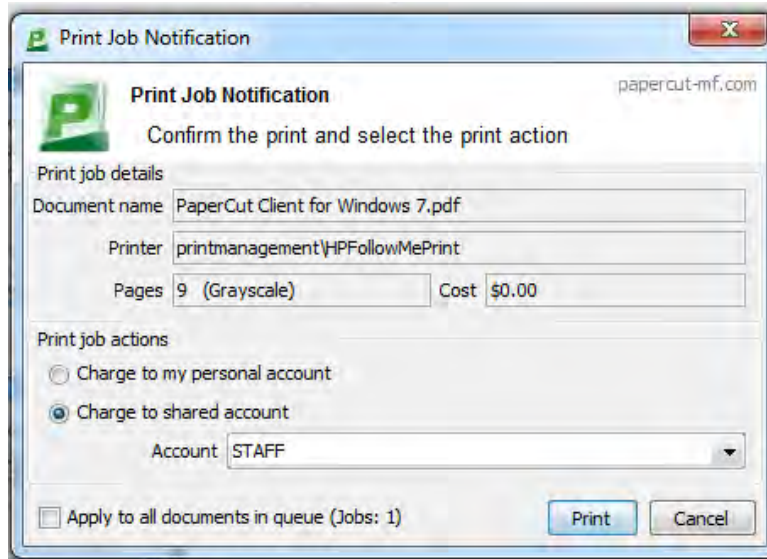
2. A pop up window will appear. The user must select if the printing is to be charged to a personal or shared account. Personal account is the blackboard money each individual loaded in their card and shared account is an internal account managed by business office.



3. Select if you want to have the print charged to your Personal account (for your own personal use/Cyclone Cash) or a Faculty or Staff cost center.



4. Once you select the account, just press print

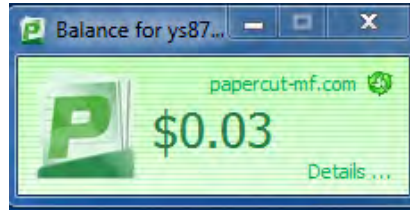


You now have 2 options to release your print job

1. Using the PaperCut client
2. Swiping your card in the card reader

Release Print Jobs using PaperCut client

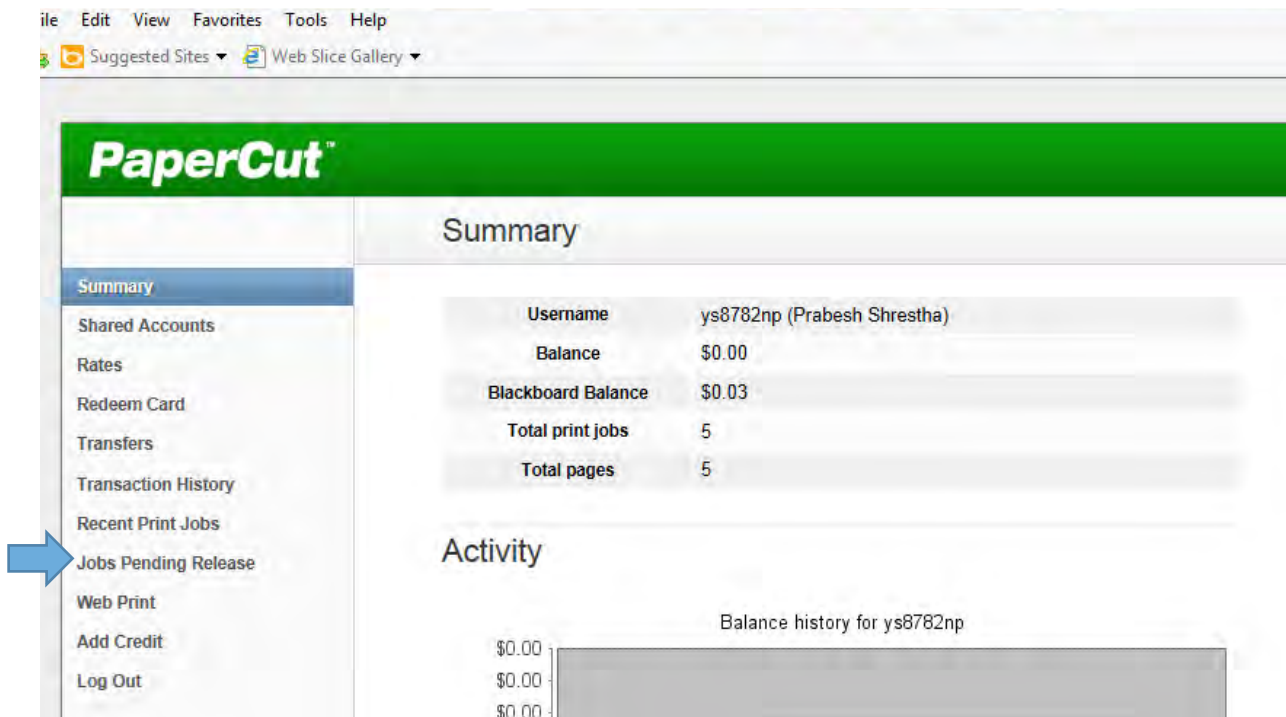
1. You should see the PaperCut client window on your desktop, if not, please check on the right bottom of you screen and display the client by clicking the UP arrow on your task bar.
2. Then click on the Details... link on the client



3. Please log in using your starID and password

A screenshot of the PaperCut login interface. It features the "PaperCut" logo at the top. Below the logo are three input fields: "Username", "Password", and "Language" (set to "English"). A "Log in" button is located at the bottom right of the form.

4. Please select the **Jobs Pending Release** button available on the left of your screen

A screenshot of a web browser displaying the PaperCut web interface. The browser's address bar shows "Suggested Sites" and "Web Slice Gallery". The main content area has a green header with the "PaperCut" logo. Below the header is a "Summary" section with a table of account information. A left sidebar contains a list of navigation options, with "Jobs Pending Release" highlighted by a blue arrow. Below the summary is an "Activity" section with a chart titled "Balance history for ys8782np".

Username	ys8782np (Prabesh Shrestha)
Balance	\$0.00
Blackboard Balance	\$0.03
Total print jobs	5
Total pages	5

- Your job will be displayed, please click print link at the Action tab in right most location

PaperCut™

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 52) Your balance: \$0.03

Submit Time	Printer	Document	Client	Pages	Cost	Action
Aug 15, 2014 2:46:07 PM	printmanagement\HPFollowMePrint	PaperCut Client for Windows 7.pdf	D1286078	9	\$0.00	[print] [cancel]

- If there are multiple printers associated with the computer, those printer names will be displayed.

PaperCut™

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 17) Your balance: \$0.03

Submit Time	Printer	Document	Client	Pages	Cost	Action
Aug 15, 2014 2:46:07 PM	printmanagement\HPFollowMePrint	PaperCut Client for Windows 7.pdf	D1286078	9	\$0.00	[print] [cancel]

- Select the printer that you want to release the job to.

PaperCut™

Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

Printer	Location	Status
printmanagement\MAIN\1-140\01		OK
printmanagement\MAIN\1-401Q\01		OK

8. Selecting the printer (clicking on the link), will display the job and amount needed for the printing

The screenshot shows the PaperCut web interface. The left sidebar contains navigation links: Summary, Shared Accounts, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release (highlighted), Web Print, Add Credit, and Log Out. The main content area is titled "Jobs Pending Release" and includes the text "Jobs awaiting approval prior to printing are listed below:". Below this text are three buttons: "Release All", "Cancel All", and "Refresh Now", followed by a checked checkbox for "Auto refresh (Refresh in: 47)" and the text "Your balance: \$0.03". A table with the following columns is displayed: Submit Time, Printer, Document, Client, Pages, Cost, and Action. The table contains one row with the following data: Submit Time: Aug 15, 2014 2:46:07 PM; Printer: printmanagement\MAIN\1-140\01; Document: PaperCut Client for Windows 7.pdf; Client: D1286078; Pages: 9; Cost: \$0.00; Action: Queuing...

9. Once you hit print, it will be released to the printer of your choice.

This screenshot is identical to the previous one, showing the PaperCut web interface. The left sidebar contains navigation links: Summary, Shared Accounts, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release (highlighted), Web Print, Add Credit, and Log Out. The main content area is titled "Jobs Pending Release" and includes the text "Jobs awaiting approval prior to printing are listed below:". Below this text are three buttons: "Release All", "Cancel All", and "Refresh Now", followed by a checked checkbox for "Auto refresh (Refresh in: 56)" and the text "Your balance: \$0.03". A table with the following columns is displayed: Submit Time, Printer, Document, Client, Pages, Cost, and Action. The table contains one row with the following data: Submit Time: Aug 15, 2014 2:46:07 PM; Printer: printmanagement\MAIN\1-140\01; Document: PaperCut Client for Windows 7.pdf; Client: D1286078; Pages: 9; Cost: \$0.00; Action: Queuing...

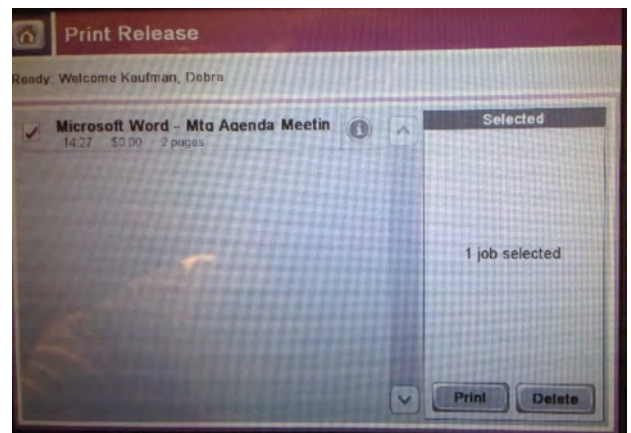
10. Please remember to Log Out after you are done printing. The Printer will retain print jobs for only 30 minutes.

Swiping your Cyclone Card

1. Swipe your ID badge in the card reader.
1. Click on the "Print Release" icon. (Printer retains print jobs for only 30 minutes).



1. Choose the jobs you would like to print (all jobs are highlighted by default)
2. Select the "Print" or "Delete" icon.
3. Job will either print or delete from your queue.



1. Click on OK to return to the home screen.

