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.

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 your 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

4. Please select the Jobs Pending Release button available on the left of your screen
5. Your job will be displayed, please click print link at the Action tab in right most location.

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

7. Select the printer that you want to release the job to.
8. Selecting the printer (clicking on the link), will display the job and amount needed for the printing

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

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.
2. Click on the “Print Release” icon. (Printer retains print jobs for only 30 minutes).
3. Choose the jobs you would like to print (all jobs are highlighted by default).
4. Select the “Print” or “Delete” icon.
5. Job will either print or delete from your queue.
6. Click on OK to return to the home screen.