

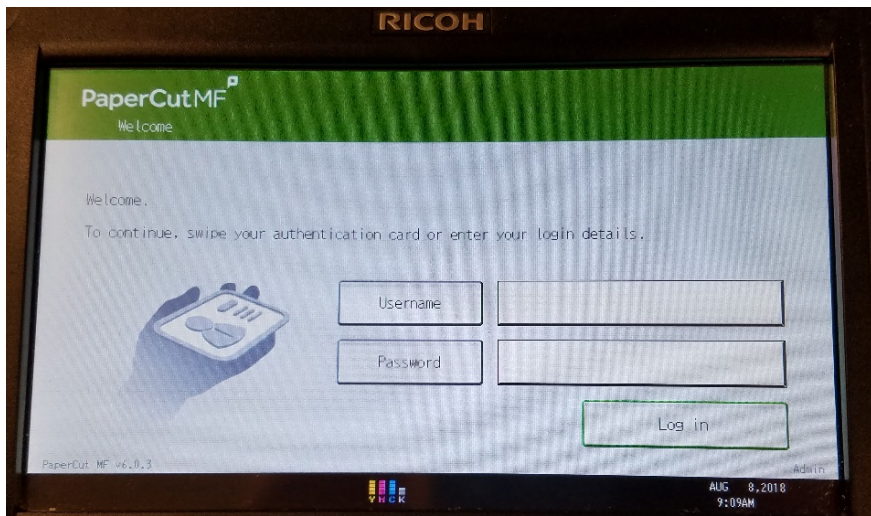
How to Use PaperCut for Printing

From your computer:

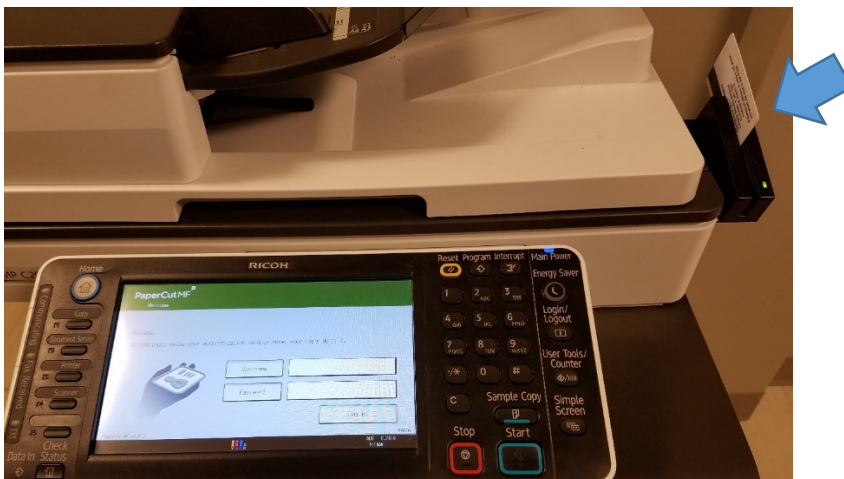
1. From your computer, after you have selected print, you will be prompted to login with your Pipeline login credentials and password.
2. You will be prompted to verify the number of pages that you are requesting to print in a dialog box.
3. Select OK or Cancel to proceed.
4. Print job will be held in the print queue at the printer that you selected, until you swipe your student ID or enter your student ID.
5. To print over the wireless network, log in to: studentprint.butlercc.edu and choose Web Print.

At Printer:

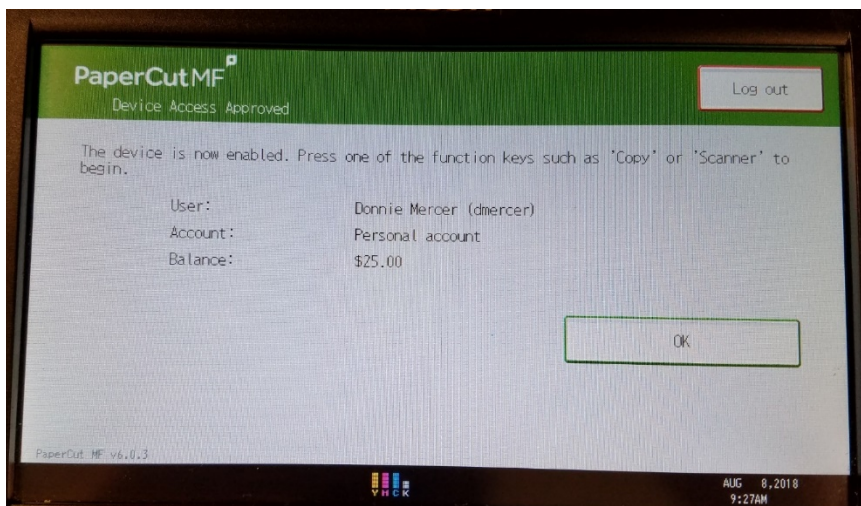
Once at the printer, you will see this screen:



You must then swipe your student ID or enter your student ID number.

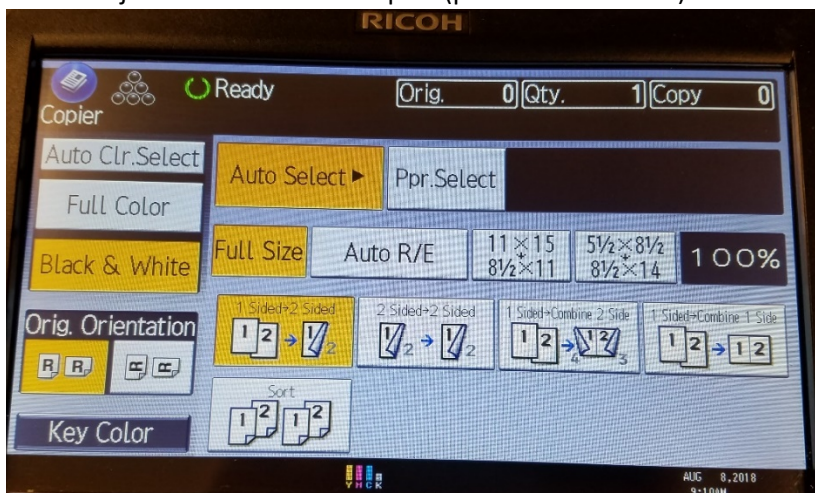


The next screen will show your available print balance.



Next, the traditional print/copy screen will appear.

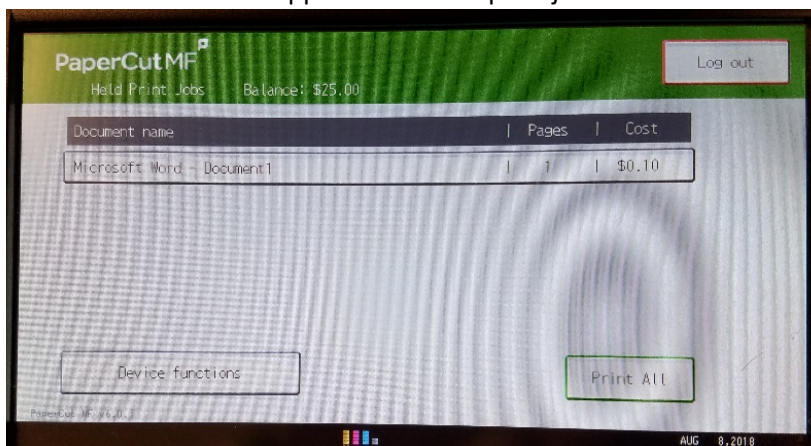
Note: all jobs are set to auto duplex (print on both sides)



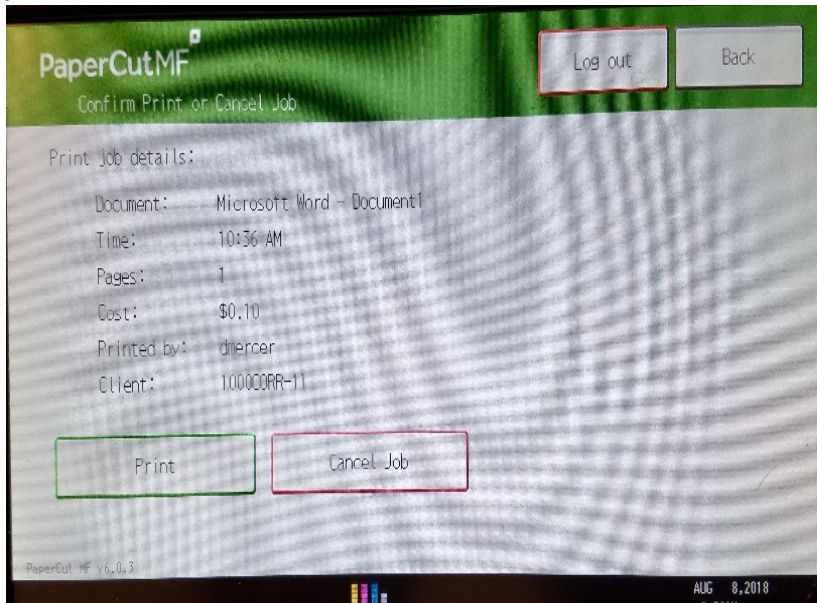
The next screen will show you a list of your print jobs and the associated cost of each job.

You may select an individual print job or "Print All".

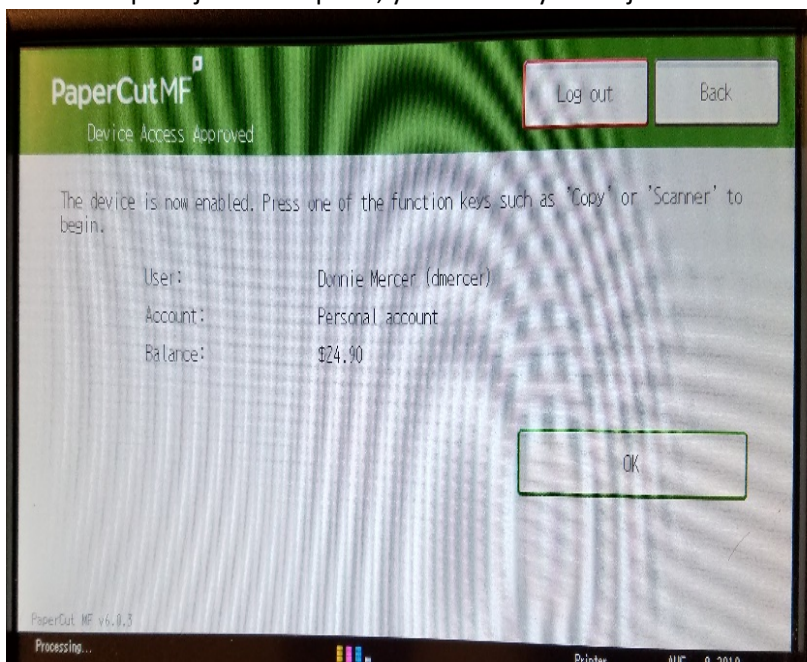
Note: This screen will appear even if no print jobs exist.



Once you select the job that you wish to print, you will be able to view additional print job details or you may cancel the job.



When the print job is complete, you can see your adjusted account balance.



Always log out of your account once you have completed your print job. This will keep your account secure from others.

