

Printing with from Virtual Desktop Computers

(Weller 150, Weller 307, HSB, Borger 224 and the Libraries)

1. Login to the GenLab image with your network username and password.
2. You will notice a new icon called PaperCut in the top screen with your name on it.



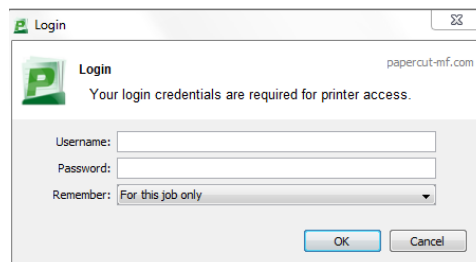
3. Print from any application (Word, Excel, the Internet, etc.). The print job will go to the PaperCut virtual printer.
4. Go to any Print Release station and tap your card on the PaperCut ID reader. The job will print.



Printing with from Standard Computers

(Weller 313/4, Weller 306, Boutin, DBS and Library Laptops)

1. Print from any application (Word, Excel, the Internet, etc.). The print job will go to the PaperCut virtual printer. You will be immediately promoted to enter your network username and password in a PaperCut screen.



2. Go to any Print Release station and tap your card on the PaperCut ID reader. The job will start to print.



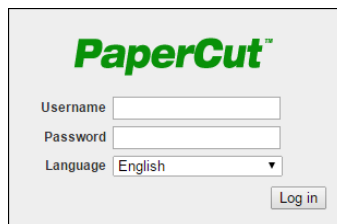
Printing Without an ID Card

If you forget your ID card, you can also release your print job manually by doing the following:

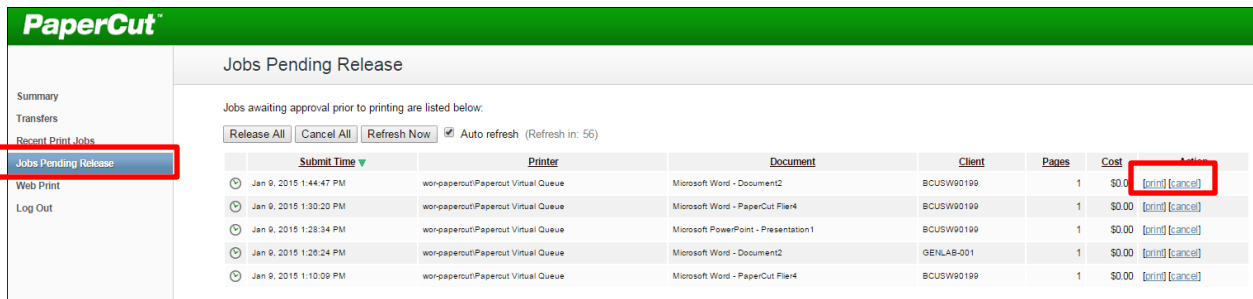
1. Click the Details button on the PaperCut app.



2. Login to the PaperCut application.

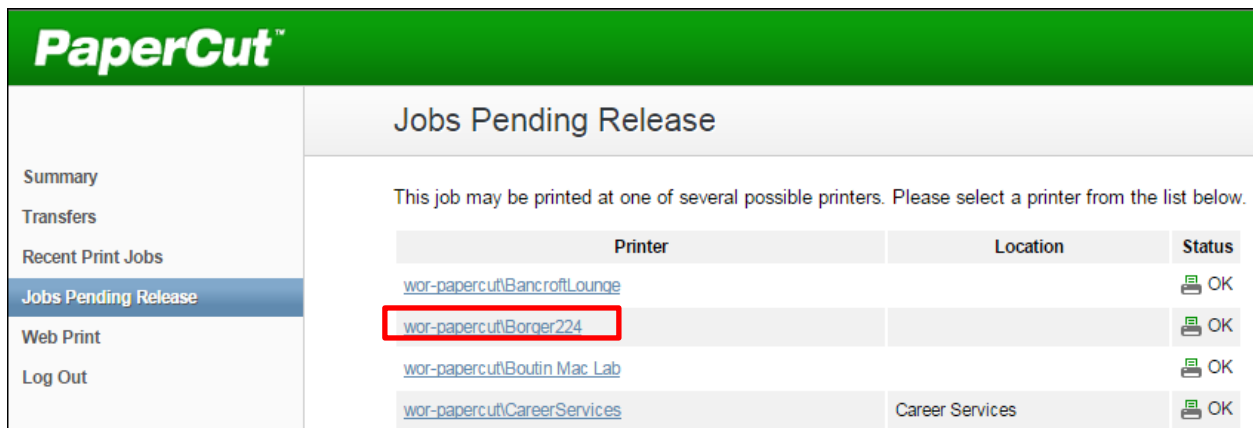
A screenshot of the PaperCut login page. It features the PaperCut logo at the top. Below the logo are input fields for "Username" and "Password", and a dropdown menu for "Language" set to "English". A "Log in" button is located at the bottom right.

3. Click Jobs Pending Release in the left navigation and then click

A screenshot of the PaperCut web interface. The left navigation menu has "Jobs Pending Release" highlighted with a red box. The main content area is titled "Jobs Pending Release" and shows a table of jobs waiting for approval. The table has columns for "Submit Time", "Printer", "Document", "Client", "Pages", "Cost", and "Action". The "Action" column contains "Print" and "Cancel" links, with the "Print" link in the first row highlighted by a red box.

| Submit Time | Printer | Document | Client | Pages | Cost | Action |
|------------------------|-------------------------------------|--------------------------------------|------------|-------|--------|--|
| Jan 9, 2015 1:44:47 PM | wor-papercut/Paperout Virtual Queue | Microsoft Word - Document2 | BCUSW90199 | 1 | \$0.00 | Print Cancel |
| Jan 9, 2015 1:30:20 PM | wor-papercut/Paperout Virtual Queue | Microsoft Word - PaperCut File4 | BCUSW90199 | 1 | \$0.00 | Print Cancel |
| Jan 9, 2015 1:28:34 PM | wor-papercut/Paperout Virtual Queue | Microsoft PowerPoint - Presentation1 | BCUSW90199 | 1 | \$0.00 | Print Cancel |
| Jan 9, 2015 1:25:24 PM | wor-papercut/Paperout Virtual Queue | Microsoft Word - Document2 | GENLAB-001 | 1 | \$0.00 | Print Cancel |
| Jan 9, 2015 1:10:09 PM | wor-papercut/Paperout Virtual Queue | Microsoft Word - PaperCut File4 | BCUSW90199 | 1 | \$0.00 | Print Cancel |

4. Click the link for the printer you want to print to. Your job will be sent to that printer.

A screenshot of the PaperCut web interface. The left navigation menu has "Jobs Pending Release" highlighted. The main content area is titled "Jobs Pending Release" and shows a message: "This job may be printed at one of several possible printers. Please select a printer from the list below." Below the message is a table with columns for "Printer", "Location", and "Status". The "Printer" column contains links to different printers, with "wor-papercut/Borger224" highlighted by a red box.

| Printer | Location | Status |
|---|-----------------|--------|
| wor-papercut/BancroftLounge | | OK |
| wor-papercut/Borger224 | | OK |
| wor-papercut/Boutin Mac Lab | | OK |
| wor-papercut/CareerServices | Career Services | OK |