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.

![Image of PaperCut](image1.png)

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.

![Image of PaperCut login screen](image2.png)

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.

![Balance for patty patria](image)

2. Login to the PaperCut application.

![PaperCut login](image)

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

![Jobs Pending Release](image)

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