Using Papercut is straightforward. Once you print to a Papercut printer you will be asked to authenticate to Papercut with the following dialog box.

You need to enter your NETID in the Username field prefaced by “NETID\” (The example below shows the NETID of “earnshaw” in the correct form: “NETID\earnshaw”. You can enter your password and from the dropdown “Remember” field you can select “Until I logout” which will then not prompt you again for printing until you logout. (If you are using a public or shared machine you can select the “For 5 minutes” option)
Once you have logged in Papercut will prompt you for a budget (Account) to use. You should see the various accounts you are able to charge when you click the drop-down arrow on the “Account” option. (If you do not see the expected accounts, please contact Chemistry support.)

Once you have selected and account and clicked “Print” your document will print.