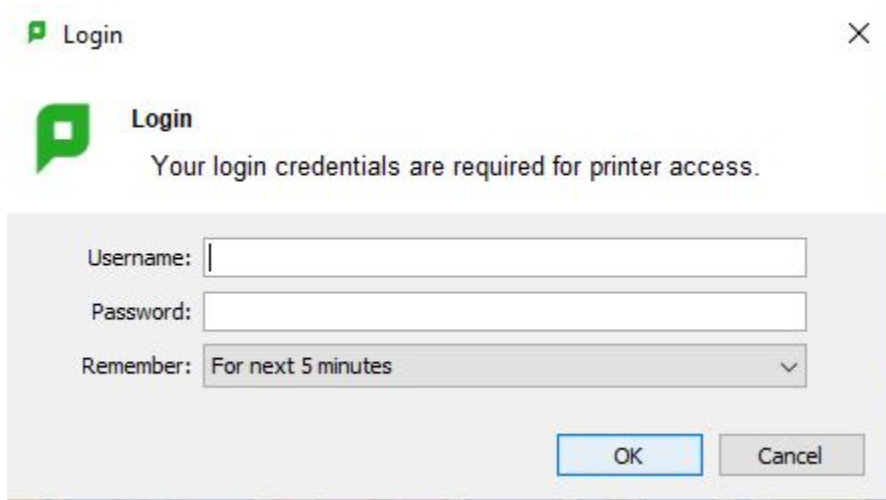
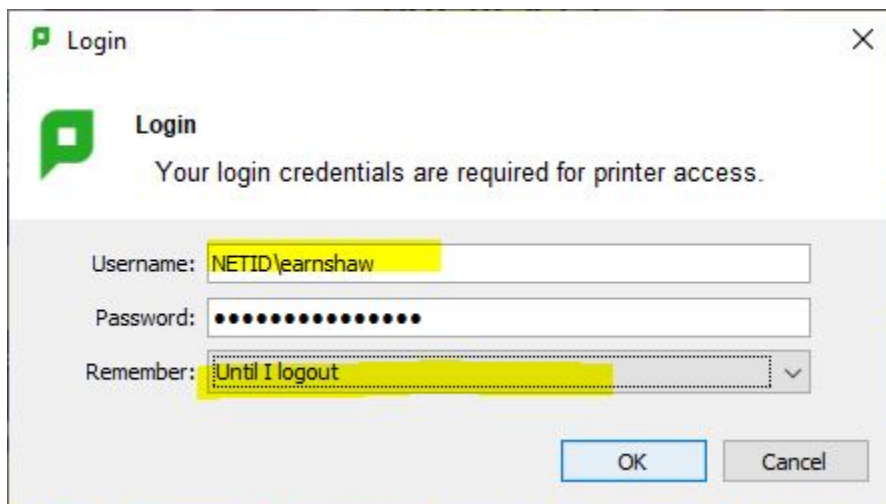


Using Papercut is straightforward. Once you print to a Papercut printer you will be asked to authenticate to Papercut with the following dialog box.



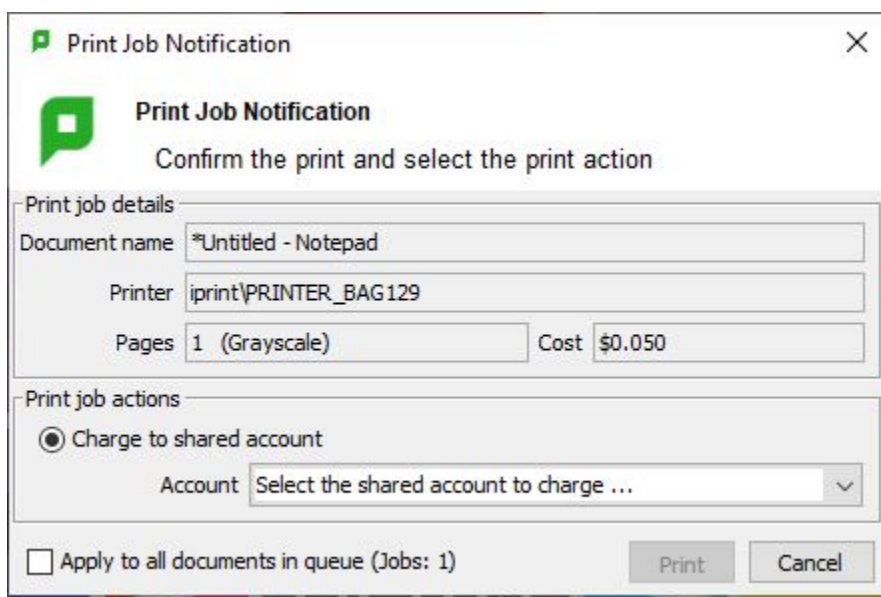
The screenshot shows a standard Windows-style dialog box titled "Login" with a close button (X) in the top right corner. Inside the dialog, there is a green speech bubble icon followed by the text "Login" and "Your login credentials are required for printer access." Below this, there are three input fields: "Username:" (empty), "Password:" (empty), and "Remember:" (a dropdown menu currently showing "For next 5 minutes"). At the bottom right, there are two buttons: "OK" and "Cancel".

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)



This screenshot shows the same "Login" dialog box as above, but with the fields filled out. The "Username:" field contains "NETID\earnshaw", the "Password:" field is filled with 12 black dots, and the "Remember:" dropdown menu is set to "Until I logout". The "OK" and "Cancel" buttons are still visible at the bottom right.

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.)



The image shows a 'Print Job Notification' dialog box. At the top, it has a title bar with a green icon and the text 'Print Job Notification' and a close button. Below the title bar, there is a green icon and the text 'Print Job Notification' followed by 'Confirm the print and select the print action'. The dialog is divided into two main sections: 'Print job details' and 'Print job actions'. In the 'Print job details' section, there are three input fields: 'Document name' with the value '*Untitled - Notepad', 'Printer' with the value 'iprint\PRINTER_BAG129', and 'Pages' with the value '1 (Grayscale)'. To the right of the 'Pages' field is a 'Cost' field with the value '\$0.050'. In the 'Print job actions' section, there is a radio button labeled 'Charge to shared account' which is selected. Below this is an 'Account' dropdown menu with the text 'Select the shared account to charge ...'. At the bottom of the dialog, there is a checkbox labeled 'Apply to all documents in queue (Jobs: 1)' and two buttons: 'Print' and 'Cancel'.

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