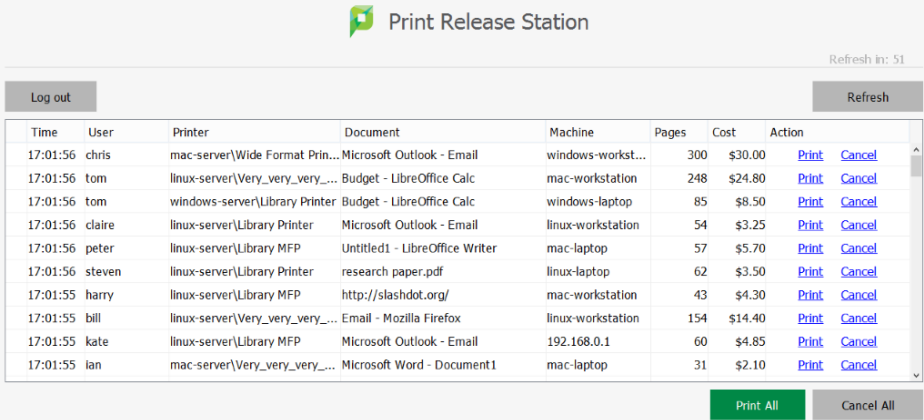


PAPERCUT “PRINT RELEASE” & “PAY” STATIONS INSTRUCTIONS

PaperCut “Print Release” station:


1. Log in to the PaperCut log-in screen.
2. You’ll be taken to a screen that shows your pending print job releases.
3. Enter credits (cash, change, credit card transaction)
4. You may choose to print or cancel your print job.
5. Log out.
6. If you log out without printing, cancel, or have a positive balance, the money you added at the release station should be available in your PaperCut account. There are no refunds or change. Minimum purchase for credit card transactions is \$5.00.



Time	User	Printer	Document	Machine	Pages	Cost	Action
17:01:56	chris	mac-server\Wide Format Prin...	Microsoft Outlook - Email	windows-workst...	300	\$30.00	Print Cancel
17:01:56	tom	linux-server\Very_very_very_...	Budget - LibreOffice Calc	mac-workstation	248	\$24.80	Print Cancel
17:01:56	tom	windows-server\Library Printer	Budget - LibreOffice Calc	windows-laptop	85	\$8.50	Print Cancel
17:01:56	claire	linux-server\Library Printer	Microsoft Outlook - Email	linux-workstation	54	\$3.25	Print Cancel
17:01:56	peter	linux-server\Library MFP	Untitled1 - LibreOffice Writer	mac-laptop	57	\$5.70	Print Cancel
17:01:56	steven	linux-server\Library Printer	research paper.pdf	linux-laptop	62	\$3.50	Print Cancel
17:01:55	harry	linux-server\Library MFP	http://slashdot.org/	mac-workstation	43	\$4.30	Print Cancel
17:01:55	bill	linux-server\Very_very_very_...	Email - Mozilla Firefox	linux-workstation	154	\$14.40	Print Cancel
17:01:55	kate	linux-server\Library MFP	Microsoft Outlook - Email	192.168.0.1	60	\$4.85	Print Cancel
17:01:55	lan	mac-server\Very_very_very_...	Microsoft Word - Document1	mac-laptop	31	\$2.10	Print Cancel

PaperCut “Pay” station:

1. Log in to the PaperCut log-in screen.



2. You will be redirected to a screen listing your User name, Initial Balance, Amount Added, and Current Balance. You can insert bills while on this screen to increase your balance.
3. When you are done, click “Done”.

