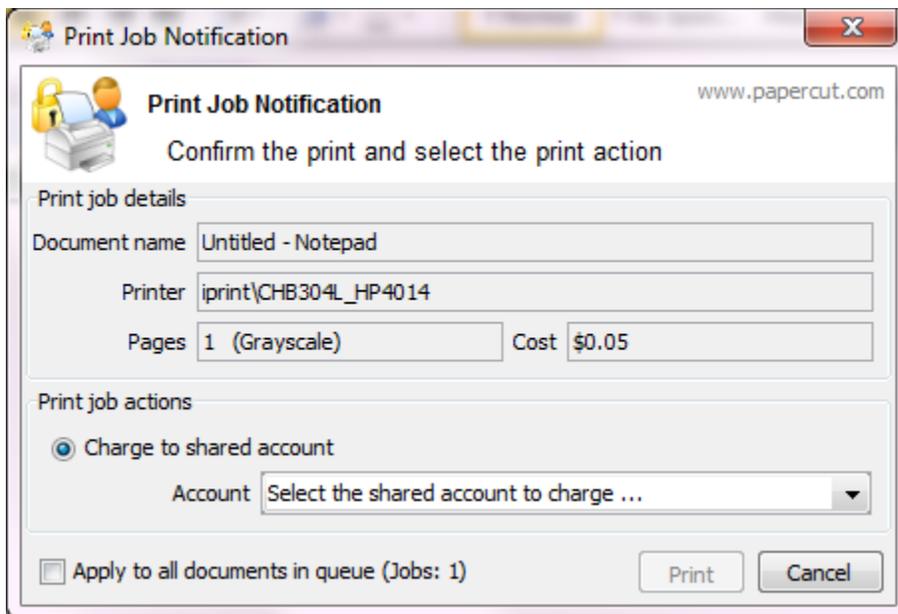


## Papercut Client Usage:

### Computers that are on the CHEM Domain: (office computers, staff, etc.)

When you choose to print to a printer that is being serviced by Papercut you will get the following pop-up box after printing if your computer is on the Chemistry Domain and you are logged in with your NETID already:



The screenshot shows a Windows-style dialog box titled "Print Job Notification" with a close button (X) in the top right corner. The dialog has a header area with a printer icon, the title "Print Job Notification", and the URL "www.papercut.com". Below the header, the main text reads "Confirm the print and select the print action".

The dialog is divided into two sections:

- Print job details:** This section contains three input fields:
  - Document name: "Untitled - Notepad"
  - Printer: "iprint\CHB304L\_HP4014"
  - Pages: "1 (Grayscale)" and Cost: "\$0.05"
- Print job actions:** This section contains a radio button labeled "Charge to shared account" which is selected. Below it is a dropdown menu labeled "Account" with the text "Select the shared account to charge ...".

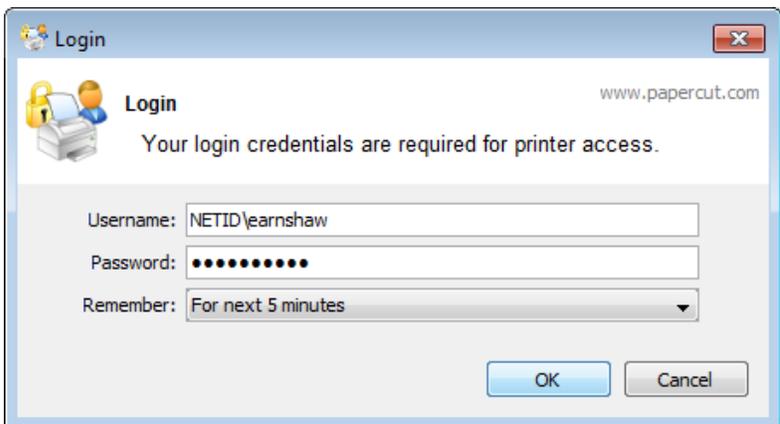
At the bottom of the dialog, there is a checkbox labeled "Apply to all documents in queue (Jobs: 1)" and two buttons: "Print" and "Cancel".

You just need to choose an account you would like to bill the job to in the drop down box where it says: "Select the shared account to charge . . ."

If you do not see an account that you feel you should have access to, you may either contact tech support at [support@chem.washington.edu](mailto:support@chem.washington.edu) or the Chemistry accounting office.

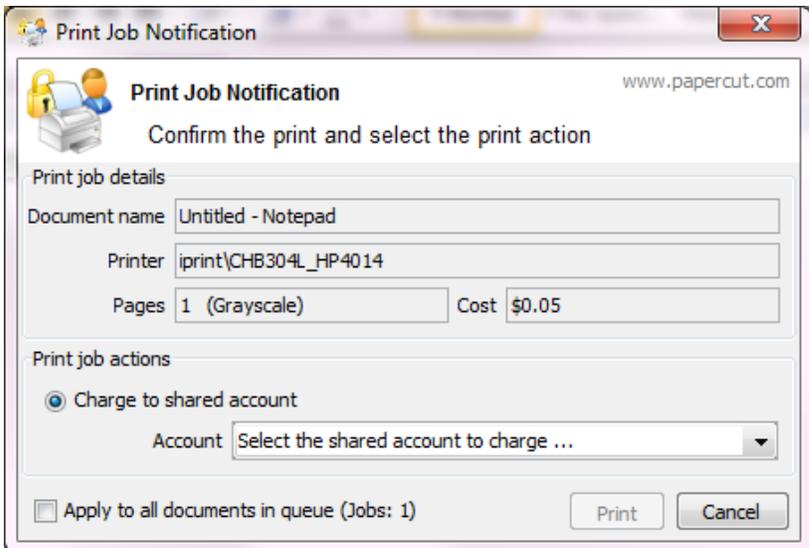
## Computers that are NOT on the CHEM domain (Student Laptops, lab computers, etc.)

You will be presented with a login window when you attempt to print to a printer that is controlled by Papercut. You can enter your NETID login and password. Make sure to preface your NetID with the actual word "NETID\". (Example: if your NetID is "smith" you would login with "NETID\smith" and your password) You may also select an amount of time you would like the login to remember you. If you share the computer you may only want to use "1 minutes", if it is your personal laptop you may want to use "Until I Logout"



The screenshot shows a "Login" dialog box from Papercut. It features a title bar with a close button. Below the title bar is a logo of a printer and a person, followed by the text "Login" and the URL "www.papercut.com". The main text reads "Your login credentials are required for printer access." There are three input fields: "Username:" with the text "NETID\earnshaw", "Password:" with masked characters, and "Remember:" with a dropdown menu set to "For next 5 minutes". At the bottom are "OK" and "Cancel" buttons.

After you login you will be presented with the standard papercut print box where you may choose an account you wish to bill the print job to.



The screenshot shows a "Print Job Notification" dialog box from Papercut. It features a title bar with a close button. Below the title bar is a logo of a printer and a person, followed by the text "Print Job Notification" and the URL "www.papercut.com". The main text reads "Confirm the print and select the print action". There are two sections: "Print job details" and "Print job actions". The "Print job details" section has three input fields: "Document name" with "Untitled - Notepad", "Printer" with "iprint\CHB304L\_HP4014", and "Pages" with "1 (Grayscale)" and "Cost" with "\$0.05". The "Print job actions" section has a radio button for "Charge to shared account" which is selected, and a dropdown menu for "Account" with the text "Select the shared account to charge ...". At the bottom are "Apply to all documents in queue (Jobs: 1)", "Print", and "Cancel" buttons.

You just need to choose an account you would like to bill the job to in the drop down box where it says: "Select the shared account to charge . . ."

If you do not see an account that you feel you should have access to, you may either contact tech support at [support@chem.washington.edu](mailto:support@chem.washington.edu) or the Chemistry accounting office.