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:

![Print Job Notification]

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 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”.

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.

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 or the Chemistry accounting office.