

## PRINTING FROM LAB / LIBRARY COMPUTERS

Computers with the PaperCut client will have this icon in the lower-right-hand corner of the screen:



When you print from an eligible computer you will see this pop-up:

A screenshot of a 'Login' dialog box. The title bar says 'Login' with a close button. The main area contains the text 'Login' and 'Your login credentials are required for printer access.' Below this are three input fields: 'Username:' with an empty text box, 'Password:' with an empty text box, and 'Remember:' with a dropdown menu set to 'For this job only'. At the bottom right are 'OK' and 'Cancel' buttons.

Enter your username and password and click "OK".

- a. Students will use their network credentials (same as Email).
- b. Public users will log-in with internal account credentials, which they can register for @ <https://papercut.gulfcoast.edu/register>.
- c. Your account must have credit available to print. Credit may be added at Pay Stations, Print Release Stations, or in the User Web Console via PayPal.
  - a. Pay Stations
  - b. Print Release Stations
  - c. User Web Console

That's it!