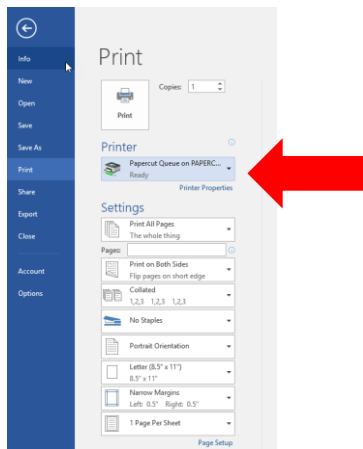




# PaperCut Print Queue

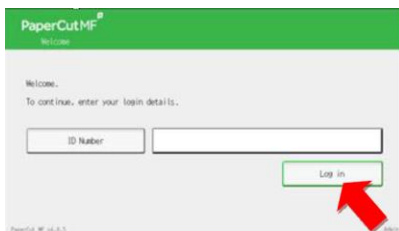
(PaperCut is the print management system working with the large copiers.)

Printing procedures have been changed on the network. Now when you print a job to one of the copier, it is not printed immediately, but instead is held in a print queue. This new system ensures that you are present and ready to collect your job by using your personal printer code once at the printer.

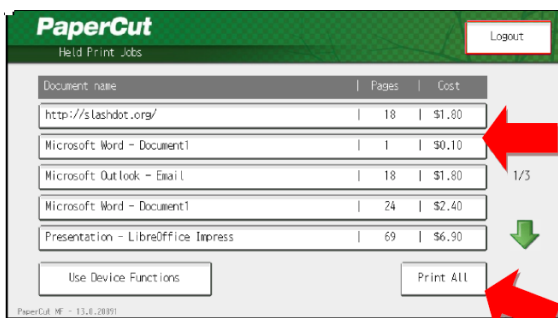


1. Select Print from your application (**File>Print.**)
2. Click on the down arrow for Printer.
3. Select **PaperCut Queue on PaperCut02.**
4. Specify the print option as needed.
5. Click on **Print.**

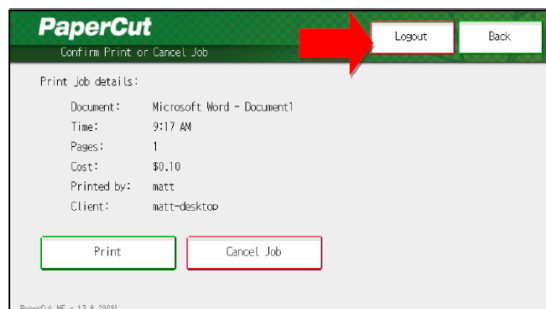
**Tech Tip:** This queue can be made your default printer if desired under Devices and Printers in the Control Panel.



6. Go to a convenient copier.
7. Tap on the ID number field on the screen. Use the key pad to enter your personal print code. (You would have received this by email.)
8. Select **Log in.**



9. Once logged into the system you will see **your** held print jobs. Select **Print All** to print all documents in your queue or select an individual job to **Print** or **Cancel Job**.
10. After you have finished printing your job, make sure to **Logout**. If you do not logout, you will automatically be logged out after 3 minutes.



**Tech Tip:** If you have forgotten your personal Print Code, go to [papercut.prosperisd.net:9191/user](http://papercut.prosperisd.net:9191/user) and sign in with your Windows username and password. Once logged in, go to **Change Details** to change your Print Code.