

Printing from a PC Using PaperCut Release Stations

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The following are steps on how to print using the new PaperCut print stations.

1. Open the document you want to print.
2. Select print.
3. A window will open showing a preview of your document you are printing.
4. On the left side of the screen you will see "Destination" and the printer currently selected to print to. Click the "Change" button directly below that.
5. You will now see a list of all available printers you can print to. Select your desired printer to print to.
6. Select "Print"
7. You will get a notification on the bottom right of the screen saying your document is now being held in the PaperCut Queue.

You now can go the the Print Station you are printing to.

Accessing the Print Station:

1. At the Release Station, enter your Lunch PIN. If you enter it incorrectly or if you enter it too slowly, a small window will open saying "This card is not registered with the system. Would you like to register a new account?" Click on NO
2. After entering your Lunch PIN, you will be able to see all your documents in the queue. You will see information about who printed it, the printer it is being printer to, the document name, where it was printed from, how many pages being printed, and the cost for printing the document.
3. You can now click "Print" to print the document or you can click "Cancel" to cancel the print job.