Belmont University Lila D. Bunch Library

PaperCut Printing Instructions

First Step

When you log onto the computer, it will already be connected to PaperCut. You should see a PaperCut box in the upper right corner of the screen. It will look like this:

The balance should be ZERO ($0.00). If this is not the case, please right click Lila, and select "Log Out."

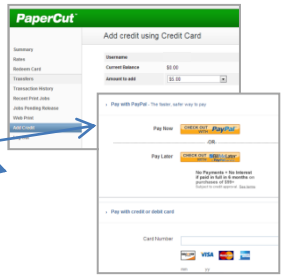
Adding Money

Debit or Credit Card

Login to belmont.papercut.edu

Click **Add Credit**

Select **Amount to Add**

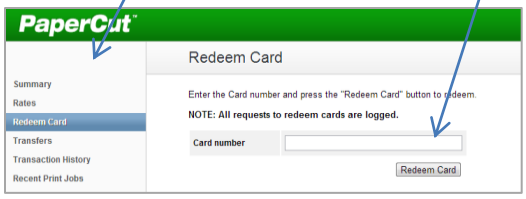


Top Up Card

Login to PaperCut

Click **Redeem Card** on the left side of the screen.

Enter your **Card Number**, and Click **Redeem Card.**



Printing

Open the document you want to print.

- Select **FILE**, then **PRINT.**
- Default Setting -->Black and White printing
  - $0.05 per page, single-sided
  - $0.08per page, double-sided
- Color printing
  - **Select printer: Library_Color_1**
  - **$0.50 per page**

The Login window will reappear for your first print job. Enter your **MyBelmont** login information.

You will be asked to confirm your print job. Click **PRINT** to confirm.

After pressing **PRINT,** you will see your new balance, reflecting the deduction of the current print job, displayed in the printing balance window.

With any subsequent printing, you will see your balance reduced in real time, as the document prints.

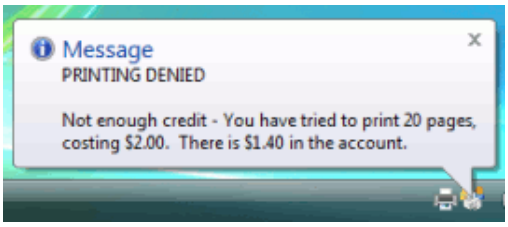
Resolving Problems

If the PaperCut box is not open or the icon is missing from your system tray, the print client may not be active and printing will be denied Please click the PaperCut icon on the taskbar to open the client, and try printing again.

If problems persist, please ask a member of the library staff to assist you.

Insufficient Funds

If your balance is too low for a job you will see a **PRINTING DENIED** message, and your document will not be printed.



Logging Off

To log of of Papercut, right-click Lila, and select "Log Out."

Protect Your Account

After the first print job, the PaperCut account remains active for 5 minutes. This convenience is intended for a single user to print several jobs at one time. If a user leaves the computer, without logging out of PaperCut, another user would be able to print using the previous user's credit if he/she does not log out of the account. DON'T LEAVE THIS UP TO OTHER USERS. LOG OUT.

Version 2.0 | 07/02/2013