Instructions for Printing

1. **PRINTING** – Send your print job to **LAB COPIERS**. This sends your print job to a virtual queue. You can release your print job at ANY printer. Go to a printer.

2. Press the **Logout** button on the display if copier is logged in.

3. **LOGIN** – Swipe with your Furman ID card to login to Papercut. A card reader is located on the front of the copier.

   **FIRST TIME** – Swipe your card, then you will need to login with your NetID and password. A pull-out keyboard is available below the display panel to enter your NetID and password.

4. Press the **Logout** button on display when finished.

**REMEMBER to LOG OUT of the computer too!**