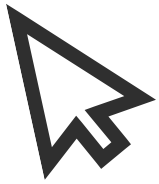
STEPS TO PRINT WITH PaperCut™



Log in to a school-owned Windows computer or Chromebook. You must be the only logged-in user.

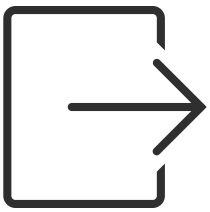
First time only: Select the PaperCut User Info shortcut icon on the desktop (Windows) or the PaperCut User Info link in the jeffcoschools.us bookmarks folder (Chromebook). Log in with your student ID number and password, then on the Summary page, click “SHOW” to see your number. Store it in a safe place like you would your locker combination.



Select the **WestJeff_KonicaBizhub_FindMe** printer, which will let you release the job from the printer in the library.



Go to the Konica Bizhub printer in the library.
Login with your Papercut ID using only the “Or ID” line (no username/password). Click “OK”, then “Login”.
Press "Release" and highlight your document.
Press the blue START button.



Be sure to sign out of the computer or Chromebook after you print.