PaperCut Print

1. From your computer, send your print job to either of the following print destinations (this will be the same for all employees on campus):
   a. **ASU-SHARP-BW** for Black and White printing
   b. **ASU-SHARP-COLOR** for Color printing

   Once sent, print jobs will be held in the queue for 24 hours.

**Note:** If you do not see one of the above options when sending a print job, click the option to see more or use the drop-down menu to find additional printers and make your selection.

Printing from Google using the “see more...” option

Step one:

Step two:

Printing from Adobe, using the drop-down menu
Printing from Google using the "see more..." option

Step one:

Step two:
Printing from Word using the drop-down menu

Step one:

2. **Authenticate** at the printer by using either your AppCard, Banner ID, or App State username and password.

3. Once you are logged in, you will see the PaperCut main menu with a message indicating pending print jobs. Press **Print all** to release all print jobs or press **Print Release** (the button in the middle) to see the full list of pending print jobs:

4. **Select** the print job(s) you want to release (a check mark will appear when a job(s) is selected. All print jobs are held for 24 hours if they are not printed).
   a. You can adjust the print options, such as quantity, for a specific job by clicking the **right arrow** next to the print job you want to change.
   b. You can also select **print options** on this screen such as grayscale for black and white and 2-sided printing (at the bottom of the screen).
c. Press the **Print** button (lower right corner of the screen) to release the print job and print your document (Students will see the print job cost in the print job details header.)

5. Next, press the account that you want to print from. Either a personal student account, or a department account (for Faculty, Staff, Graduate students, and student employees).

6. After your print job has released, press the **logout icon** in the top right of the screen (to the right of your name ) to logout or press the **home icon** in the top left of the screen to go back to the main screen.

**Important Note:**

Student Employees, (and employees that are also students) will have two options when printing.

- Bill their personal funds for school work or
- Bill the employing department/unit for their professional work.

Faculty that report under more than one division, will have options to select which department to bill a printing task.

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**Using an External Memory Device (USB)**

1. **Before** inserting your external memory device (USB), **authenticate** at the printer using your AppCard, Banner ID, or App State username and password.
2. Insert your external memory device. (Most USB ports are on the front top right of the printer).
3. In the pop-up menu on the screen, press **Print from External Memory Device (USB)**.
4. On the touchscreen, choose the document you want to print.
5. In the top right corner, press **Choose Print Settings to Print**.
6. From the **Print Details** menu, select finishing options.
7. Press **Start** to print (This option will print pdf, tiff, jpeg, docx, xlsx, or ppt files).
PaperCut Pricing Guide for Students
For pricing information, visit support.appstate.edu/print-copy.

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