

# Welcome to PaperCut

Go to: [calvin.edu/go/papercut](http://calvin.edu/go/papercut) for info about features, printer locations, rates, and your account balance.

## Send your document to a printer queue.

1. Use WebPrint to print from a web browser.
  - a. Go to: [calvin.edu/go/webprint](http://calvin.edu/go/webprint).
  - b. From the top of the printers list, select a print queue which has the features you want.
2. From a Calvin-owned computer, select a PaperCut printer from the File/Print menu.
  - a. Easiest way to print because Papercut printers are already installed.
  - b. Select the “PaperCut-MFD” printer to print on an MFD/photocopier.
  - c. Select the “PaperCut-LSR” printer to print on a laser printer.

## Release your print job to an MFD or printer.

Your print job remains in the PaperCut queue for 48 hours.

1. At an MFD:
  - a. Login by putting your Calvin ID near the badge reader or entering your PIN.
  - b. Select “Print Release”.
  - c. Select each print job to release, then press “Print”.
2. At a laser printer:
  - a. Put your Calvin ID near the badge reader.
  - b. Every print job in your PaperCut-LSR queue will print.
3. From the PaperCut web portal:
  - a. Go to: [calvin.edu/go/printqueue](http://calvin.edu/go/printqueue).
  - b. Select the “Jobs Pending Release” tab.
    - i. Click “Print” behind the job to print.
    - ii. Select the printer to release it to.
    - iii. It is printing. Go pick it up.

## Copy a document.

1. Put document into sheet feeder or directly onto glass.
2. Login to the MFD with your ID card or PIN.
3. Select “Access Device”.
4. Select “Copy”.

## Scan a document.

1. Put document into sheet feeder or directly onto glass.
2. Login to the MFD with your ID card or PIN.
3. Select “Scan”.
4. Select a location for the file to be sent to.
5. Select “Start”.

The *1<sup>st</sup>* time you save a scan to OneDrive, you will receive an email requesting permission to do that.  
The scans are saved in: OneDrive – Calvin University/Apps/Scans for PaperCut MF.