

Welcome to PaperCut

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

Send your document to a printer queue.

1. Select a PaperCut printer from the File/Print menu of the application you are using.
 - a. Easiest way to print from Calvin-owned computers 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.
2. Use WebPrint to print from a web browser.
 - a. Go to: calvin.edu/go/webprint.
 - b. Sends your file directly to the printer you selected.
 - c. The file prints as soon as submitted. It doesn't wait for you to release it.
3. Install MobilityPrint to print from your phone or tablet (not recommended for laptop).
 - a. A good option for students who want more options than WebPrint provides.
 - b. Easy to install. Information at: calvin.edu/go/mobilityprint.
4. Email it as an attachment.
 - a. to: papercut-lsr@calvin.edu to print on a laser printer.
 - b. to: papercut-mfd@calvin.edu to print on an MFD.
 - c. It must come from your Calvin email address.
 - d. It takes a few minutes to process your doc before it can be printed.

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.
 - 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 *1st* 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.