The first time you log into a computer running PaperCut, you will be prompted to re-enter your **Username** and **Password** (same as your NetID and Password you would use to access MyLSC-O or log into campus computers).

This second login adds your identity to the PaperCut user list. Thereafter, you will probably not be prompted to re-enter login information unless you are initially logged in as a guest in the library or under the generic Learning Center login, or the period for which the system “remembers” your information has timed out.

*You may use the dropdown list to select how long you want PaperCut to “remember” you.*

Once you have logged in, you will begin seeing a small window displaying the number of print pages you have left. The default is 500 pages. After each successful print job, the number will decrease according to the amount printed.

When printing, a confirm pop up box appears. It will display information about your print job, including the printer to execute the job and the cost of the job. Hit **Print** to continue with the printing.

*Note that documents printed to both sides of a page will count as a single page and, hence, are less “expensive” for the user.*

*Be aware that most library and Learning Center printers are set to print double-sided copies by default, so you may need to make adjustments in print properties to obtain single-sided copies. Ask a library or Learning Center lab worker if you need help!*

After a successful print, you will see a conformation pop up in the system tray in the bottom right hand side of the screen.

**Remember:** If your print job fails or you have any questions/difficulties concerning printing, please ask for help. Sending a job to the printer multiple times may result in wasted paper. Library and Learning Center staff will help you avoid mistakes and use your printing allotment prudently.