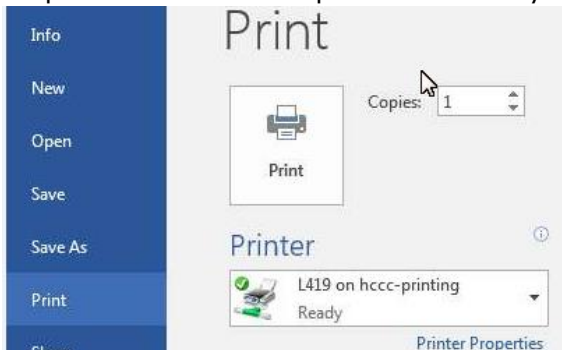


Printing Process on Lab Computers

Printing is now managed through PaperCut. When a print job is sent to a PaperCut enabled printer you will run see the following:

- 1) Prepare document and print as normally would as below:

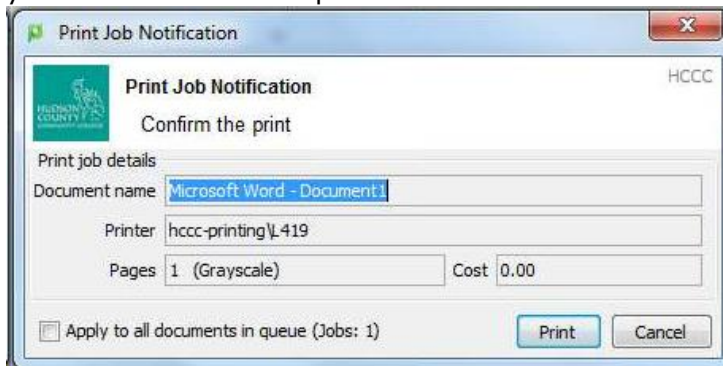


- 2) The moment you click "Print" and your job is sent out you will be prompted with a Login box to authenticate your "Print Session". Log in using your username (HCCC email address) and select how long you wish your Print Session to last. Click OK afterwards.



- a. Note: When Print Sessions expire next time you print you will be prompted to log in again
- b. Note: When you log off the Print Session is also logged off

- 3) You will be prompted to confirm your print job. If everything looks okay proceed to click "Print"; if you wish to cancel the print click on "Cancel"



- 4) After clicking "Print" your job will be released at the printer

