
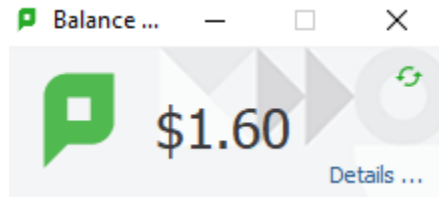


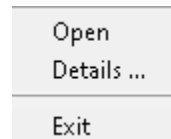
PRINTING FROM THE COMPUTER

When you login to one of the public computers on campus you will see an app popup for PaperCut with this P down in the utility tray by the clock. 

It may also open as a little window on your screen.



This will show your available balance for printing. If it doesn't pop up – just right click on the P in the utility tray and choose open.



You also see the “Details...” option which will open up a webpage for you to login with your network username and password. That is where you can go to view previous jobs, add funds, request refunds and more. See the website guide linked to on MyM printing tab for more info.

You are ready to print your document you will choose a PaperCut printer. One will be the default for your location but others will be available for you to choose from. When you print, your job goes into the queue on the printer – waiting for you to log in and release the job. See the guide for “logging into the printer and using the device” – for details on releasing your print.

If you have any questions or issues please email Educational Technology:

nmchelp@methodistcollege.edu