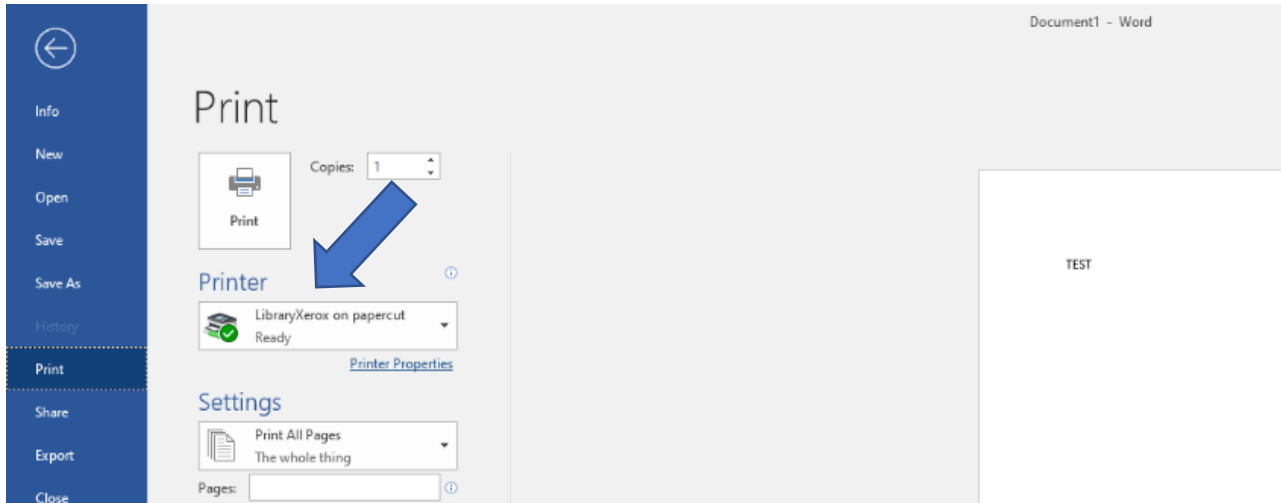


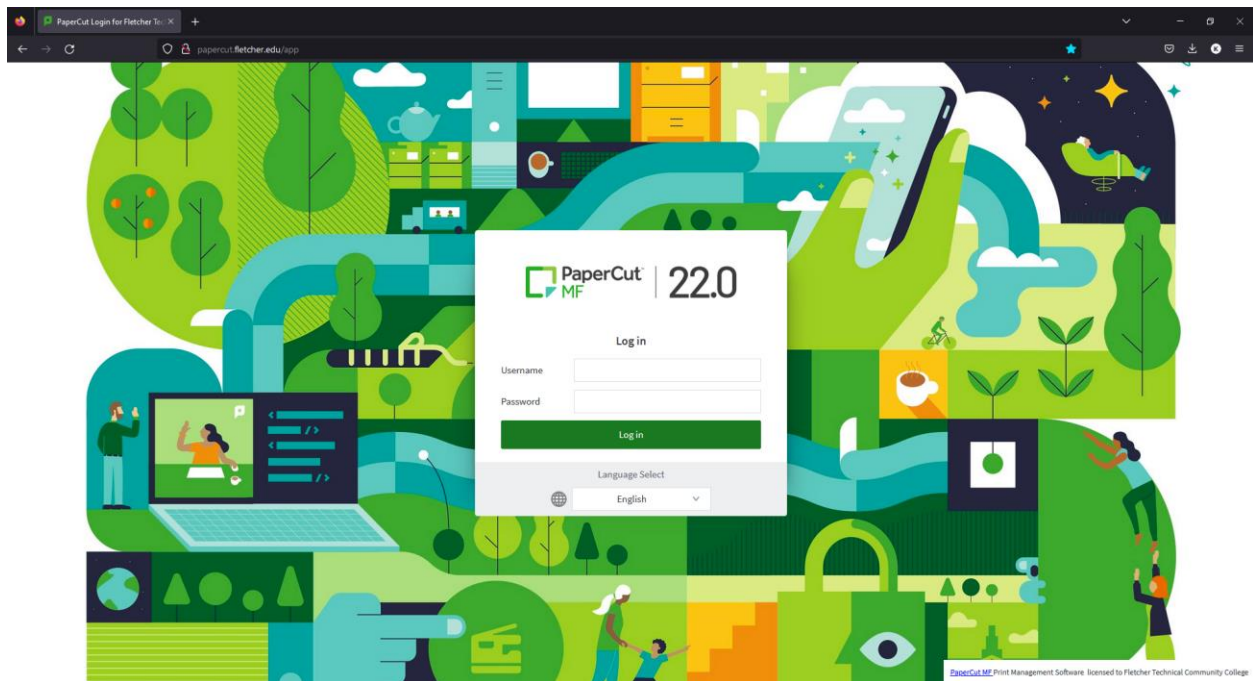
How to Print with PaperCut – On Campus Computers with 3 Easy Steps

1. Make sure you have the correct printer selected: **“LibraryXerox on papercut”**. Click Print to print your job



2. Go to <https://papercut.fletcher.edu/user> or use the FalconNet Quick Link on the Fletcher website.

Login with your computer credentials (LOLA username and password)



3. Under the Job Pending Release tab/page find your job and click **print** to release your job.

Here you can also see the cost of the print job and your current balance.

PaperCut MF

Jobs Pending Release

1 job pending release with cost \$0.10

Your balance: \$299.80

Auto refresh (56) Refresh Now

Release All Cancel All

| SUBMIT TIME ↓ | PRINTER | DOCUMENT | CLIENT | PAGES | COST | ACTION |
|-------------------------|-----------------------|----------------------------|------------|-------|--------|------------------|
| Jan 19, 2023 8:02:43 AM | papercut/LibraryXerox | Microsoft Word - Document1 | SR-128D-10 | 1 | \$0.10 | [print] [cancel] |