- 1. Make sure the Paper Cut desktop client (PCClient) is open and running on your computer.
- 2. In the application you wish to print from (i.e. Microsoft Word) select the appropriate print queue from the printer options (CSUB-Faculty, CSUB-Staff or CSUB Student). Click Print.

•	Print
Printer	CSUB-Staff 🗘
Presets	Color 🗘
Copies & Pages	
Tof1	Copies: 1 C Collated Pages: All Current Page Selection From: 1 C: 1 Page Range Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8)
Double-sided	Off A
PDF V	Cancel Print

3. Paper Cut will open the Print Job Notification window. Under Print Job Actions, select "Charge to shared account using PIN/Code and enter the PIN for the account that should be charged for the print job. Click Print. Your print job has now been added to the queue and can be printed from any machine assigned to the queue you selected.

8 0 6		Pri	nt Job Notific	ation		
	Print Job	Notification				
	Confir	m the print and sel	ect the print a	ction		
Print jol	o details -					 
Docume	nt name	Microsoft Word –	Document1			
	Printer	papercut-print\CS	UB-Staff			
	Pages	1 (Grayscale)		Cost	\$0.08	
Print joł	actions					
O Cha	arge to m	y personal account				
O Cha	arge to sh	nared account using	g PIN / Code			
	PIN / Cod	le •••••				

4. At the printer, log in to the machine by tapping your CSUB ID card on the card reader. Alternatively, you can select the username and password option, or log in using your CSUB Employee ID number.

Remote Panel Operation	<b>.</b>	Language ▶	Panel Control	<b>X</b> Settings	Exit	
		💽 Deny admin.'s op	eration, tap here 🛛 🖌	?	C	
CALIFORNIA STATE UNIVERSITY BAKERSFIELD.						
Tap your card or choose your login method to continue.						
Username and password						
		ID number				
PaperCut MF 3.2.4					<u>Admin</u>	
Check Status	<b>ح</b>		8		Stop	

5. Select the Print Release tile.

Remote Panel Operation	Language ► F	Panel Control Settings
	🖳 Admin. is operating rem	otely 🧣 🦳
CALIFORNIA STATE UNIVERSITY BAKERSFIELD.		Derek Chaney
1	You have 1 print job pending Print	all
Print release	Copier Functions	Scan
Check Status	★ A	🛛 🗐 😡 🖯 🖯

6. Click the checkbox next to the job you'd like to print and click Print. Your job will be printed And the account attached to the PIN code you provided will be charged

