

## How to Print with PaperCut

CA Tech Support  
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Before you can print, you need PaperCut installed and your computer connected to the print server. If you don't have these yet, you need this first: **PaperCut Install Script for Mac**  
<http://files.canacad.ac.jp/techsupport/software/printing/PaperCutInstall.zip>

### Step 1. Check that PaperCut is running

Although it is set to open on startup, the PaperCut software often logs out and quits for a number of reasons. You may need to open it manually before you can print something. Look for the "P" icon in the menu bar at the top of your screen. If it is there, it is running. If it is not, click the PCClient icon in the Dock to reopen the software. If you don't have PCClient in your Dock, then open your Applications folder and find it, and drag it to your Dock to keep the icon there.



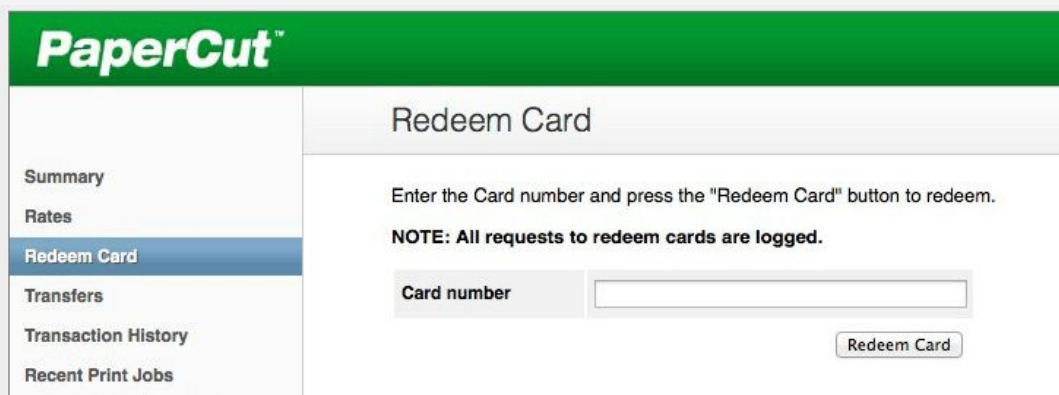
### Step 2. Check your balance



Check to see if you have enough balance to print what you are about to. If you do, proceed to Step 3.

If you don't have enough balance, you may need to purchase a printing voucher (available for ¥50 from the Library). This voucher will be sent to you in an email.

To redeem the voucher, click the "Details" link in the screenshot above, then log in to your PaperCut account. Click "Redeem Card" in the left column, then copy and paste the number from the email.



### Step 3. Send your print job

Now print your document. Select “PRINTSERVER” for your printer. Before you send the print job, check a few things carefully:

- Use the “Color” preset for color printing, only if necessary and you are willing to pay the cost.
- Use “Black and White” for everything else.
- Check or uncheck the “Two-Sided” option as necessary.
- If you are printing from Microsoft Word or Excel, “Two-Sided” options are hidden here: Copies & Pages > Layout > Two-Sided. Use “Long-Edge printing” for portrait pages, and “Short-Edge binding” for landscape pages.

### Step 4. Log in to PaperCut (again)

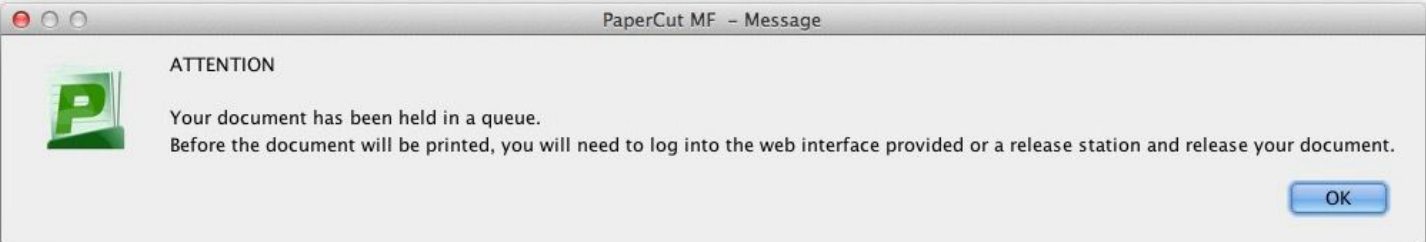
After you send the print job (usually within a minute), PaperCut will pop up a new login window. Enter your school ID and password here.



The screenshot shows a macOS-style dialog box titled "Login" with the URL "papercut-mf.com" in the top right corner. On the left is a green "P" logo. The main text reads "Your login credentials are required for printer access." Below this are three input fields: "Username:" with an empty text box, "Password:" with an empty text box, and "Remember:" with a dropdown menu currently set to "Until I logout". At the bottom right are two buttons: "Cancel" and "OK".

### Step 5. Pick up your print job!

Lastly, this confirmation dialog pops up. Now you can go to the printer (any of the Ricoh Multifunction Printers in shared areas) and pick up your print job.



The screenshot shows a macOS-style message dialog box titled "PaperCut MF - Message". On the left is a green "P" logo. The text reads "ATTENTION" followed by "Your document has been held in a queue. Before the document will be printed, you will need to log into the web interface provided or a release station and release your document." At the bottom right is a blue "OK" button.