CREATE A PAPERCUT ACCOUNT

1. Go to `http://printing.smu.edu` in a web browser.

2. At the **PaperCutMF** login screen, click the **Register as a New User** link.

3. In the **Register New User Account** window, enter your **Full Name**, **Email Address**, and choose a **Username** and **Password**.

4. Click the **Register** button.

5. You should see a "**Thank you for registering message**." Click the **Login** link to continue.

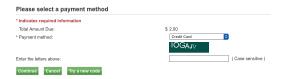6. Login in with the **Username** and **Password** you created.

ADDING FUNDS TO PAPERCUT

1. Once you have signed on to **Papercut** at `http://printing.smu.edu`, click the **Add Credit** link in the sidebar.

2. In the **Add credit using TouchNet uPay** window, choose the **Amount to add** to your account. Click the **Add Value** button.

3. In the **Please select a payment method** window, choose your payment method and enter the letters above from the CAPTCHA security image in the field. **This field is case sensitive**.

   Note: *If you have trouble reading the letters in the CAPTCHA, click Try a new code to refresh the image.*

4. Click **Continue**.

5. Enter your credit card information and billing address. Click **Continue**. The amount will be added to your account.

HOW TO PRINT WITH PAPERCUT (GUESTS)

WE HAVE MULTIPLE OPTIONS FOR PRINTING TO CAMPUS PRINTERS MANAGED BY THE PAPERCUT PAY FOR PRINT SYSTEM.

SUBMITTING JOBS THROUGH EMAIL.

In order to release a job submitted through email, it must be submitted from the email address associated with your PaperCut account. For guests, it must come from whichever address was included in the creation of the PaperCut account.

There are different email addresses *(see below)* for the various configurations of the print job. Each email should contain a single file in a standard format, such as PDF, DOC, XLS.

1. Save your file in the appropriate format.
2. Create a new mail message from your email account.
3. Enter the address for the print queue *(see below)* depending on the desired output.
4. Attach the single file to your email.
5. Click **Send**.
6. Visit a public printer that supports your desired output.
7. Release the print job through the **Release Station**.

PAPERCUT PRINT QUEUE EMAIL ADDRESSES

EMAIL ADDRESS	OUTPUT CONFIGURATION
PRINT1@SMU.EDU	BLACK AND WHITE, SINGLE SIDE, LETTER
PRINT2@SMU.EDU	BLACK AND WHITE, DUPLEX, LETTER
PRINTLEGAL1@SMU.EDU	BLACK AND WHITE, SINGLE SIDE, LEGAL
PRINTLEGAL2@SMU.EDU	BLACK AND WHITE, DUPLEX, LEGAL
PRINTCOLOR1@SMU.EDU	COLOR, SINGLE SIDE, LETTER
PRINTCOLOR2@SMU.EDU	COLOR, DUPLEX, LETTER
PRINTTABLOID1@SMU.EDU	BLACK AND WHITE, SINGLE SIDE, TABLOID
PRINTTABLOID2@SMU.EDU	BLACK AND WHITE, DUPLEX, TABLOID

Note: The current file size limitation for emails sent from the SMU mail servers is 30MB. For larger files, submit the job using WebPrint.

PRINTING FROM PUBLIC COMPUTERS.

1. Access a public workstation *(no login required)*.
2. Click **Print** within your desired application.
3. Login to the PaperCut client when prompted.
4. Login to the printer or **Release Station** to release your file to the printer.

PRINT USING A WEB BROWSER.

1. Save your file in the appropriate format.
2. Launch a web browser *(Safari, Firefox, Chrome, IE)*.
3. Navigate to `http://printing.smu.edu`
   a. Login with your PaperCut account.
   b. Click **Web Print**.
   c. Click **Submit a Job**.
   d. Select the **Virtual print queue** matching your desired output, such as single sided, duplex, or tabloid.
   e. Click the button **2. Print Options and Account Selection**.
   f. Select the number of copies.
   g. Click the button **3. Upload Documents**.
      1. Upload the document(s) by dragging and dropping them to the specified location in the browser or click the **Upload from Computer** button.
      2. Click **Upload and complete**.
4. Login to the **Release Station** to release your file to the printer.

Note: The maximum file size for WebPrint is 100MB.

COPYING AND SCANNING

Old copy cards will continue to work for both copying and scanning.