

PRINTING FOR GUESTS

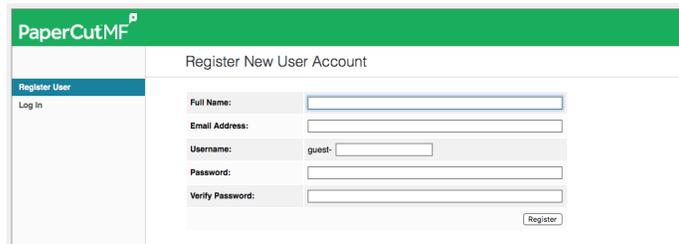
TO USE THE PRINTERS, GUESTS WILL NEED TO CREATE A PAPER CUT ACCOUNT. ONCE YOU HAVE AN ACCOUNT, YOU CAN ADD FUNDS AND RELEASE YOUR PRINT JOBS.

CREATE A PAPER CUT 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.

The image shows the PaperCutMF login interface. It features the PaperCutMF logo at the top. Below the logo are three input fields: 'Username', 'Password', and 'Language' (set to 'English'). There is a 'Log in' button and a link that says 'Register as a New User'.

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.

The image shows the 'Register New User Account' form. It has a green header with the PaperCutMF logo. The form includes fields for 'Full Name', 'Email Address', 'Username' (with a 'guest-' prefix), 'Password', and 'Verify Password'. A 'Register' button is located at the bottom right of the form.

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.

The image shows the PaperCutMF login interface with the 'Username' and 'Password' fields filled in. The 'Username' field contains 'yourname' and the 'Password' field contains a series of asterisks. The 'Language' is set to 'English'. The 'Log in' button and 'Register as a New User' link are visible.

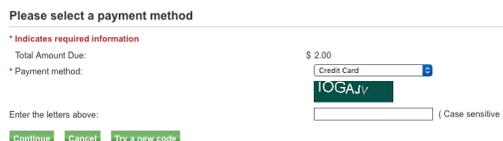
ADDING FUNDS TO PAPER CUT

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.

The image shows the 'Add credit using TouchNet uPay' form. It displays the user's 'Username' as 'guest-yourname' and 'Current Balance' as '\$0.00'. The 'Amount to add' dropdown menu is open, showing options for '\$2.00', '\$5.00', and '\$10.00'. An 'Add Value' button is located to the right of the dropdown.

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.

The image shows the 'Please select a payment method' form. It includes a note: '* Indicates required information'. The form shows 'Total Amount Due: \$ 2.00' and 'Payment method: Credit Card'. Below this is a CAPTCHA image with the letters '10GAJv' and an input field for the user to enter the letters. There are buttons for 'Continue', 'Cancel', and 'Try a new code'.

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 PAPER CUT (GUESTS)

WE HAVE MULTIPLE OPTIONS FOR PRINTING TO CAMPUS PRINTERS
MANAGED BY THE PAPER CUT 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.

FOR MORE INFORMATION, PLEASE VISIT
SMU.EDU/PRINTING