LS Papercut Printing Information
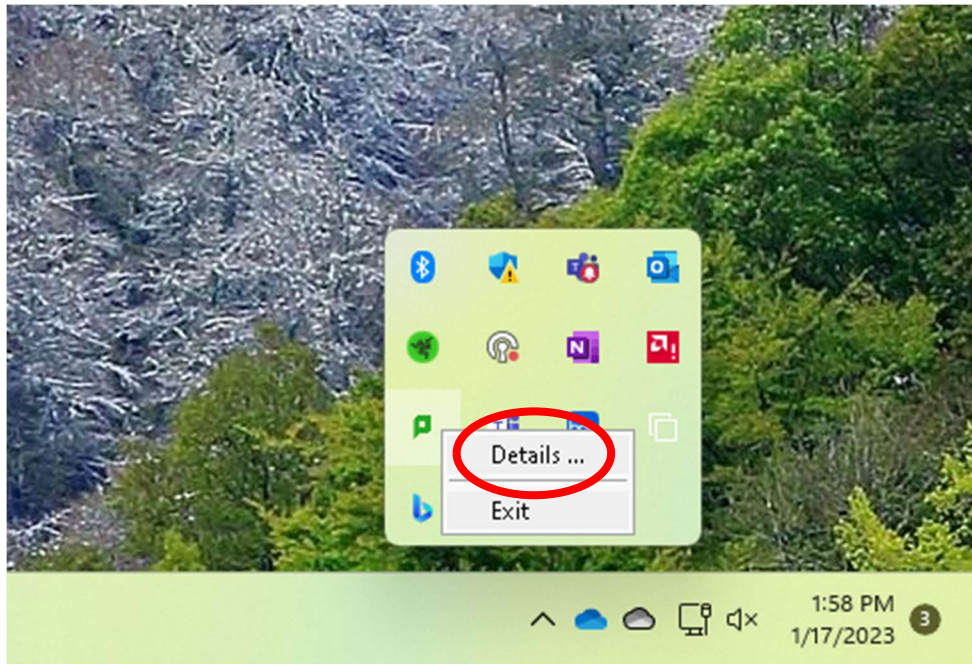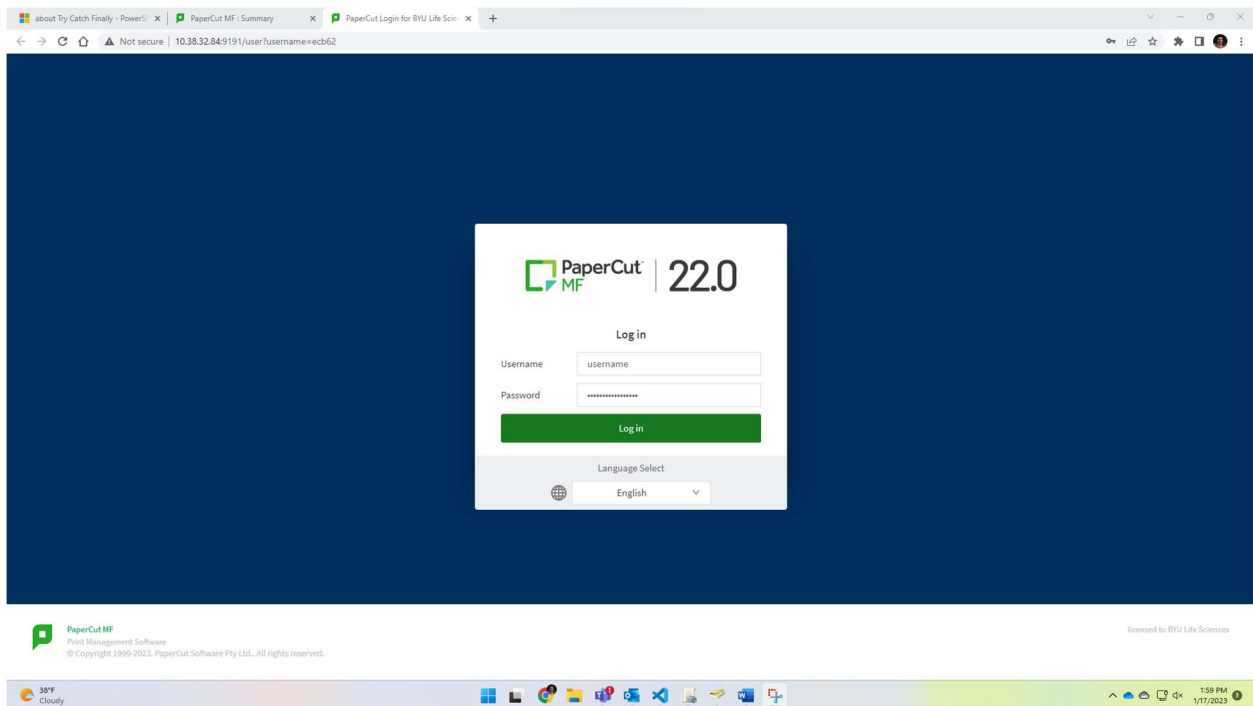

1. Click on the carrot icon next to the clock

2. Right click on the ![icon] icon

3. Click on Details

4. In the window that pops up, sign in with your NetID and password. This should be the same username and password that you use to log onto university computers.

5. Click on "Recent Print Jobs" on the left hand menu to see jobs that you have recently printed

6. To see jobs that were successfully sent to the printer but not yet released, click "Jobs Pending Release" on the left hand menu. To release these jobs, you will need to go to the printer and tap your card, then select the jobs you want to print.