
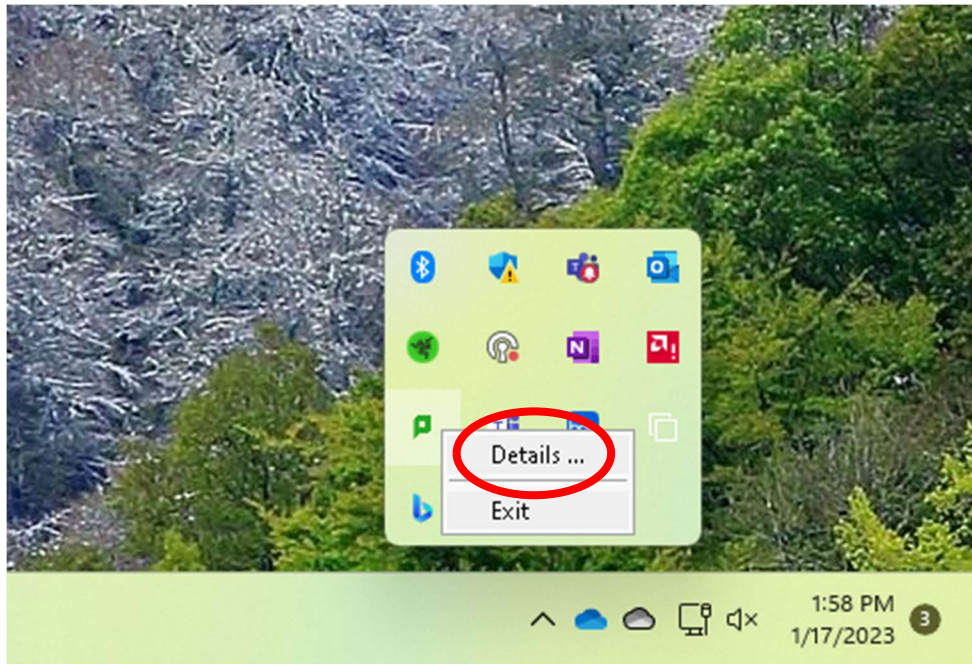
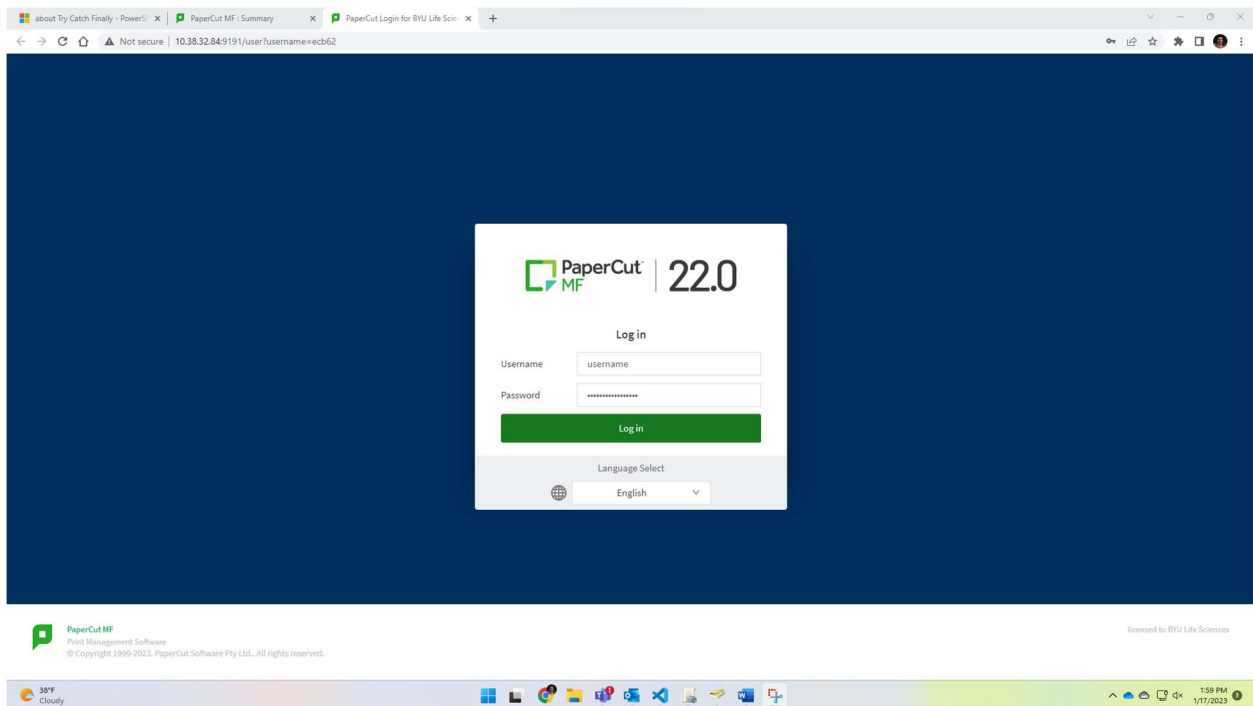


-

2. Right click on the  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.

PaperCut MF

Summary
Shared Accounts
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print

Recent Print Jobs

Filter on

DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS	STATUS
Jan 5, 2023 9:57:09 AM	ecb62	10.35.36.235\LSB5102-P1 (SHARP MX-4140N)	1 (Color: 0)	\$0.000	print-check form	LETTER (ANSI_A) Duplex: Yes	Printed
Jan 5, 2023 9:56:12 AM	ecb62	10.35.36.235\LSB5102-P1 (SHARP MX-4140N)	1 (Color: 0)	\$0.000	print-check form	LETTER (ANSI_A) Duplex: Yes	Printed
Jan 5, 2023 9:37:34 AM	ecb62	10.35.36.235\LSB5102-P1 (SHARP MX-4140N)	1 (Color: 0)	\$0.000	print-check form	LETTER (ANSI_A) Duplex: Yes	Printed
Jan 5, 2023 9:35:33 AM	ecb62	10.35.36.235\LSB5102-P1 (SHARP MX-4140N)	1 (Color: 1)	\$0.000	The Church of Jes ... of Latter-day Saints	LETTER (ANSI_A) Duplex: Yes	Printed
Jan 5, 2023 9:34:18 AM	ecb62	10.35.36.235\LSB5102-P1 (SHARP MX-4140N)	1 (Color: 1)	\$0.000	The Church of Jes ... of Latter-day Saints	LETTER (ANSI_A) Duplex: Yes	Printed

Export/Print

PaperCut MF 22.0.6 (Build 64385 2022-09-29)
Print Management Software
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5. Click on “Recent Print Jobs” on the left hand menu to see jobs that you have recently printed

PaperCut MF

Summary
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Web Print

Jobs Pending Release

No jobs pending release.

Your balance: \$0.000

[Release All](#) [Cancel All](#)

Auto refresh (5s) [Refresh Now](#)

SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
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PaperCut MF 22.0.6 (Build 64385 2022-09-29)
Print Management Software
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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.