

Printing and Copying

To register to print with PaperCut, follow these steps below:

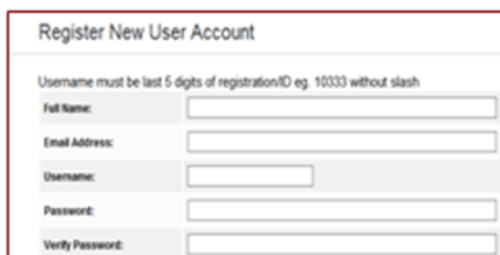
Log on to any computer in the library using the password: **library** Click on **details** in the PaperCut balance screen (found at the upper right corner of the computer screen):



- Select **register as a new user**

A screenshot of the PaperCutMF login/register form. It includes fields for Username (with "student" entered), Password, and Language (set to "English"). There is a "Log in" button and a link for "Register as a New User".

- Fill out the **new user form**

A screenshot of the "Register New User Account" form. It includes a note: "Username must be last 5 digits of registrationID eg. 10333 without slash". The form has fields for Full Name, Email Address, Username, Password, and Verify Password.

Add credit to your PaperCut account :

Purchase PaperCut cards at the Accounts Section

- Present your receipt at the library front desk
- Collect your PaperCut card and follow the instructions outlined on the card to redeem your credit.