# Printing and Copying

**To register to print with PaperCut, follow these steps below:**
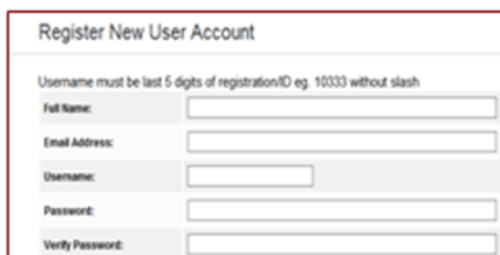
**Log** on to any computer in the library using the password: **library** Click on **details** in the **PaperCut** balance screen (found at the upper right corner of the computer screen):



- Select **register as a new user**



- Fill out the **new user form**



**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.