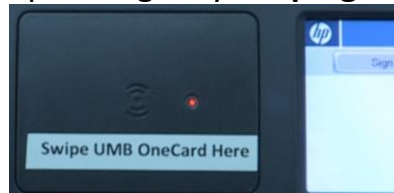


PaperCut Printing System

Self Enroll

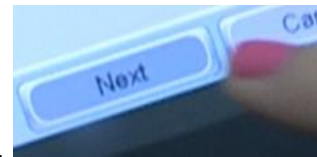
You will only need to complete this process once, prior to printing to the system.

1. At the printer, attempt to login by **Swiping Your UMB OneCard** over the label

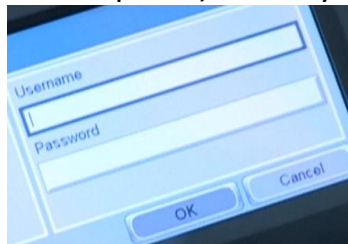


near the red light.

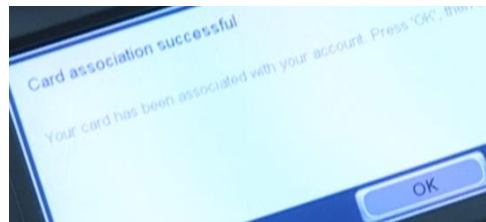
2. Select **Next** to associate your card with your account.



3. You will be prompted for your **DENTAL Username and Password** (same used for email and to log onto the computer). Enter your username and password.



4. Click **OK** on the touchscreen. The device should indicate that the association



was successful.

5. You will be taken back to the initial login screen. See *Release Print Job* directions for specifics on how to print documents.

PaperCut Printing System

Release Print Job

1. At your computer, request document(s) to be printed (as you normally would).
2. Walk up to the printer and **Swipe Your UMB OneCard** over the label near

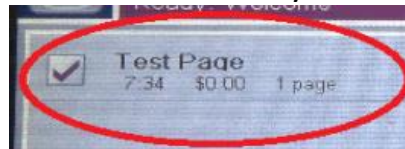


the red light.

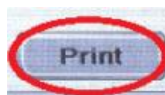


3. Click the **Print Release** icon. Note: Other options are available here, such as *Copy*.

4. Print jobs in the queue will automatically be selected. Ensure the correct



print job is selected.



5. Click the **Print** button.
6. The printer will print the requested job. You will be automatically logged out after printing.