How To Print

1. Make sure the Paper Cut desktop client (PCClient) is open and running on your computer.

2. In the application you wish to print from (i.e. Microsoft Word) select the appropriate print queue from the printer options (CSUB-Faculty, CSUB-Staff or CSUB Student). Click Print.
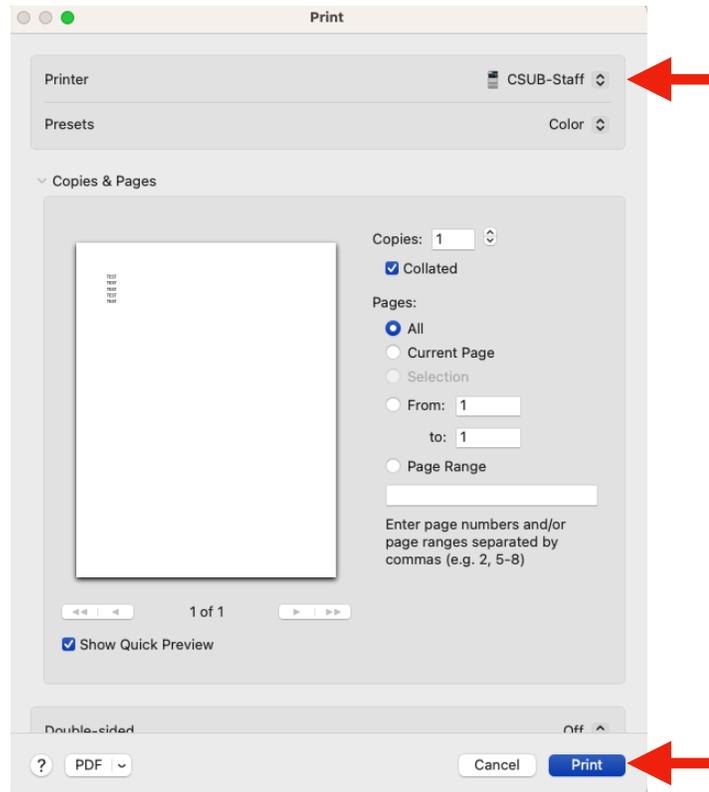
3. Paper Cut will open the Print Job Notification window. Under Print Job Actions, select "Charge to shared account using PIN/Code and enter the PIN for the account that should be charged for the print job. Click Print. Your print job has now been added to the queue and can be printed from any machine assigned to the queue you selected.
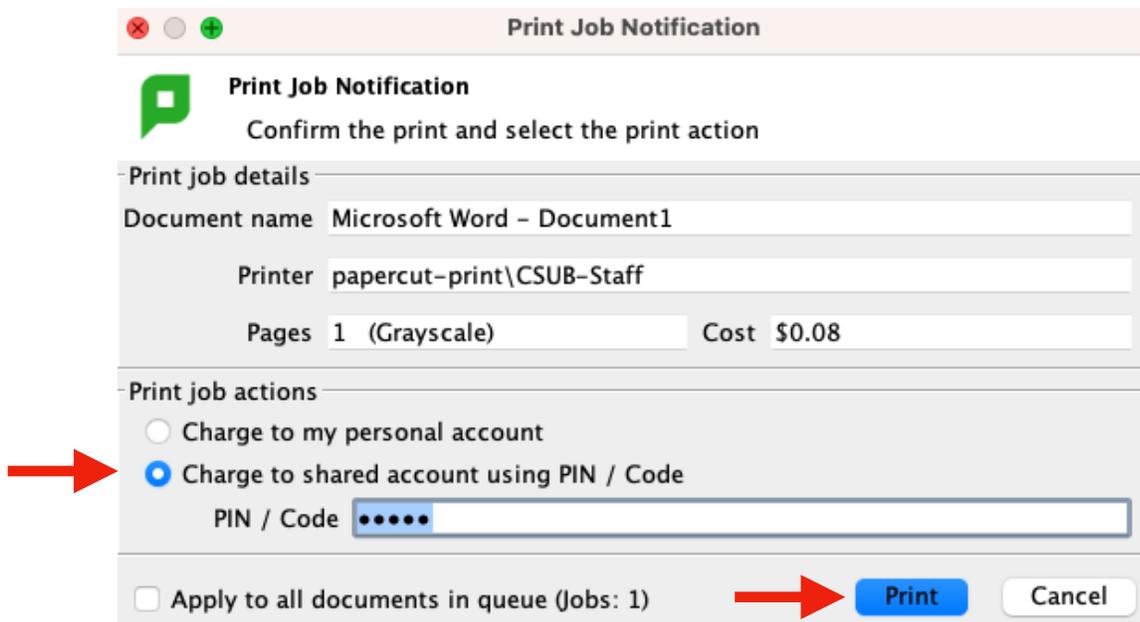
4. At the printer, log in to the machine by tapping your CSUB ID card on the card reader. Alternatively, you can select the username and password option, or log in using your CSUB Employee ID number.
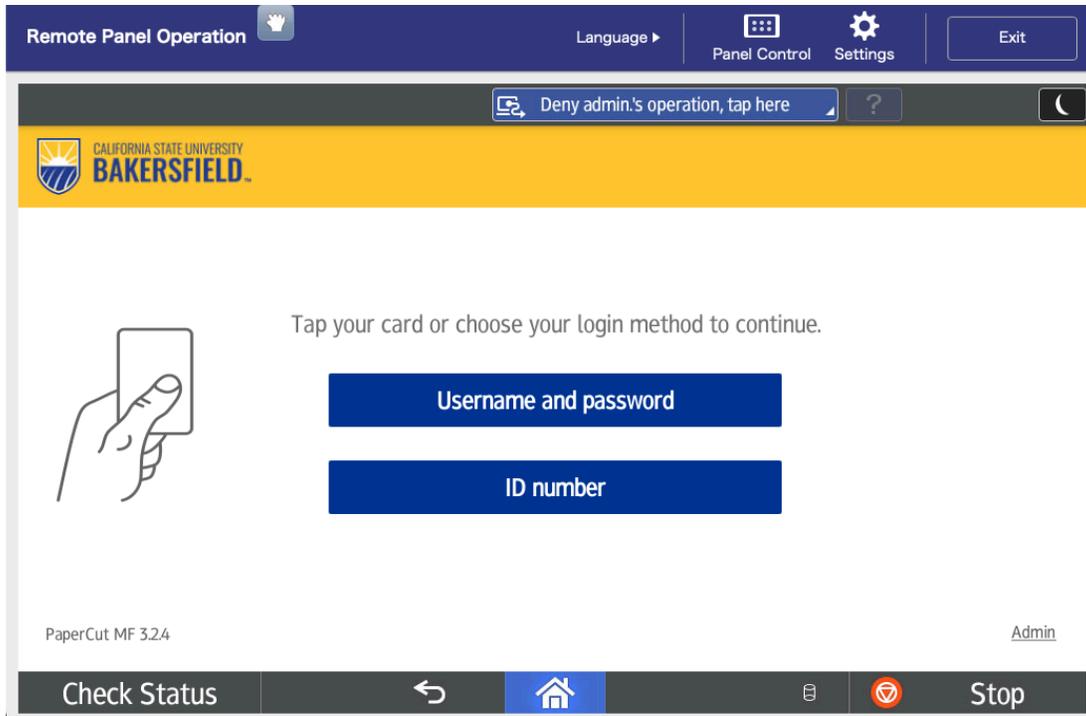
5. Select the Print Release tile.
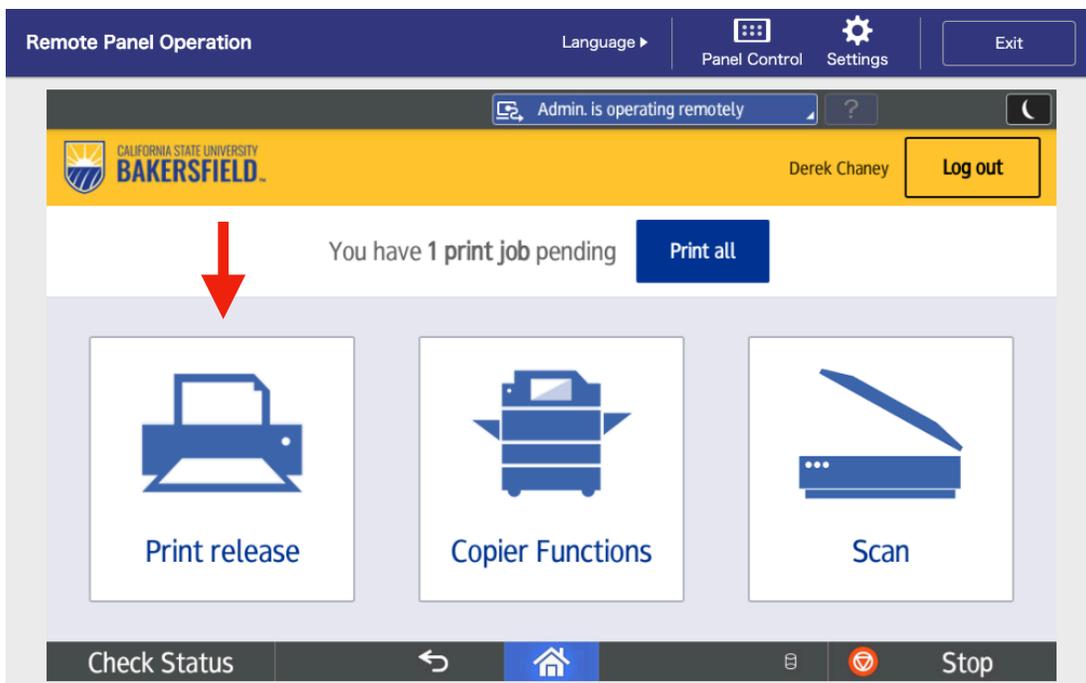
6. Click the checkbox next to the job you'd like to print and click Print. Your job will be printed
   And the account attached to the PIN code you provided will be charged