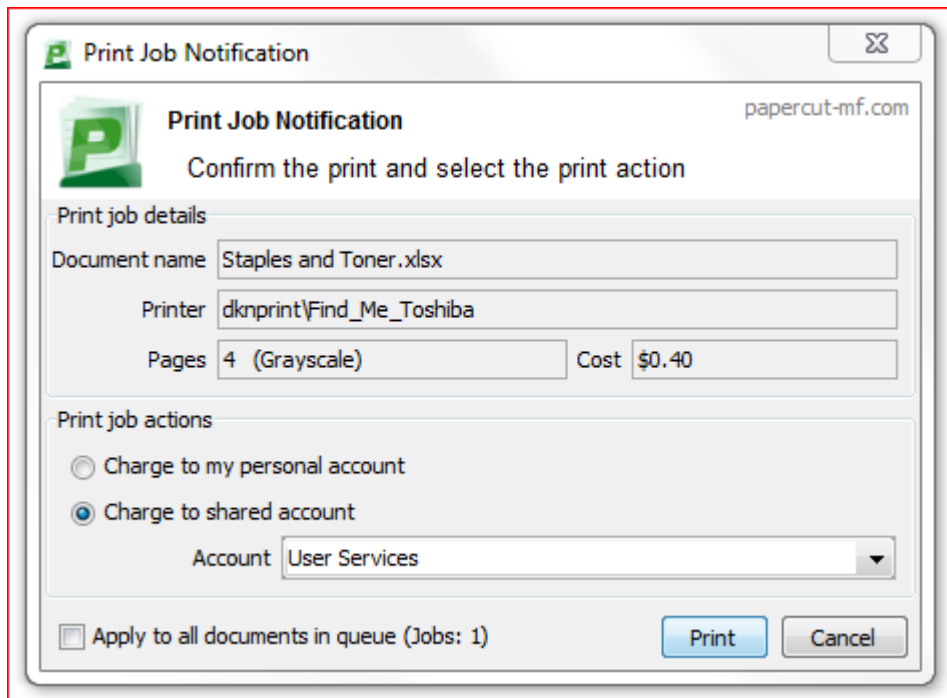


## Using the PaperCut Application for Departmental Printing

When you are listed as being able to charge printing to one or many departments (ex. Academic Coordinators/Administrative Assistants who support multiple departments/offices, student workers, etc.), the computer you are using should prompt you how to charge each job as you print.

- 1.) Print your document as you normally would.
- 2.) As soon as you print, a similar window to the one shown below should appear.
  - a. If this print job is for personal use, choose “Charge to my personal account”
  - b. If this print job is for a department, choose “Charge to shared account” and choose the desired department from the Account drop-down menu.  
(Note: employees and students will only see the departments they have permission to charge printing to, they will not see all departments on the list)
- 3.) Click the “Print”



The screenshot shows a Windows-style dialog box titled "Print Job Notification" with a close button in the top right corner. Inside the dialog, there is a green icon with a white 'P' and the text "Print Job Notification" and "papercut-mf.com". Below this, it says "Confirm the print and select the print action". The dialog is divided into two main sections: "Print job details" and "Print job actions". In the "Print job details" section, there are three input fields: "Document name" with the value "Staples and Toner.xlsx", "Printer" with the value "dknprint\Find\_Me\_Toshiba", and "Pages" with the value "4 (Grayscale)". To the right of the "Pages" field is a "Cost" field with the value "\$0.40". In the "Print job actions" section, there are two radio buttons: "Charge to my personal account" (which is unselected) and "Charge to shared account" (which is selected). Below the radio buttons is a dropdown menu labeled "Account" with the value "User Services". At the bottom of the dialog, there is a checkbox labeled "Apply to all documents in queue (Jobs: 1)" which is unchecked, and two buttons: "Print" and "Cancel".

NOTE: If you need to print on behalf of a department but you are not prompted to choose either personal or shared when you print, please contact the Helpdesk to make sure you have the correct departments assigned to you and/or the computer you are using has the PaperCut application. Thank you.