**ADD A PRINTER**

1. Click the **Start** button.
2. Type `\studentprinters` in the search box.
3. Hit the **Enter** key on the keyboard.

4. Double-click on one of the printers listed.
   - **Student_Printers** – this printer is used to print black and white copies.
     **Note:** Black and white copies are $0.05 per sheet of paper.
   - **Student_Printers_Color** – this printer is used to print colored copies.
     **Note:** Colored copies are $0.50 per sheet of paper.

5. The driver will be installed on your computer.

6. The printer(s) will be listed under Devices and Printers.
**PRINT A DOCUMENT**

1. Use the **Ctrl + P** shortcut combination to bring up the printer settings.

   **Note:** *You can use other means to print as well. The above is just a suggestion.*

2. Select the appropriate printer from the `\studentprinters` options.

3. Click the **Print** button.

**RELEASE A DOCUMENT**

1. Walk to the printer where you want to release your document.

2. Swipe your id badge over the **WAVEID** device.

3. On the touch screen, tap **Print Release**.

4. Choose a job
   - Tap on a specific job to print just the single item.
   - Tap the **Print All** button to print all your jobs listed.

5. Tap the **Print** button.
In order to print, you will need to have money on your account. Follow these steps to add credit to your account.

1. Log into Pulse.
2. Click the **Add student printing credit** link under the DMU Bookmarks tab.

3. Type in your DMU **Username**.
4. Type in your DMU **Password**.
5. Hit the **Enter** key on your keyboard.

6. Click the **Add Credit** link.
7. Select an amount to add from the drop-down list.
8. Click the **Add Value** button.
9. Fill out the Payment Form.
10. Click the **Submit** button.
OTHER OPTIONS IN PAPERCUT

Summary – Balance, Total print jobs, Total pages, Activity graph, Environmental Impact.

Rates – Page Cost per printer.

Transaction History – List of dates and times you added money to your account.
**Recent Print Jobs** – List of what you have printed and the cost associated with each job.

**Jobs Pending Release** – List of jobs you have requested but have not printed.

**Note**: After 24hrs, a job is automatically deleted from the queue and you will not get charged for the printing costs.

**Log Out** – use to log out of PaperCut.