To use the new printing process, you *must* have your TitanConnect credentials available.
If you do not know your TitanConnect credentials, please submit a Help Desk ticket or call 313-993-1500 for assistance.

IMPORTANT INFORMATION ABOUT THE TYPES OF DOCUMENTS YOU CAN PRINT

You can print any document format supported by Microsoft Office, as well as PDF documents. If you need to print an image file (jpg, gif, tiff, png, etc.) you must (1) insert the image file into one of the supported document types, (2) save the document to your computer, (3) select that document for printing.

Step 1. Log into one of the student computers as user "udm." *If the prior user has not logged out, you must log out and then log back in again.*

Step 2. The first time that you select a document for printing you will see the PaperCut pop-up window. Enter your **TitanConnect credentials** and press the "Log in" button. Your print job will be placed into a holding queue until you release it for printing.

Step 3. After submitting a print job you can choose to immediately release your print job from the holding queue (*do this only if you will retrieve the printout immediately*) or you can continue working and release your print job(s) at a later time.

Step 4. To release your print job from the holding queue, see the section "*Releasing a Print Job from the Holding Queue*" on page 2.

Adding Credit to your Account:

Each student is allotted 400 pages of printing per academic year. Additional pages may be purchased, if needed.

Step 1. Navigate to **http://papercut.udmercy.edu** and enter your TitanConnect credentials.

Step 2. Click on "Add Credit" in the left navigation menu. Select the amount and click on "Add Value."

Step 3. You will be redirected to PayPal to complete your transaction.

Remember to always log out from the computer when you are done.

Releasing a Print Job from the Holding Queue:

Once you have submitted your print job(s) for printing, you must complete the printing request by manually releasing the job(s) to the printer. You can initiate the release of your print job(s) through one of the academic computing lab computers or you can use the walk-up release station computer located on the table where the student printers are placed.
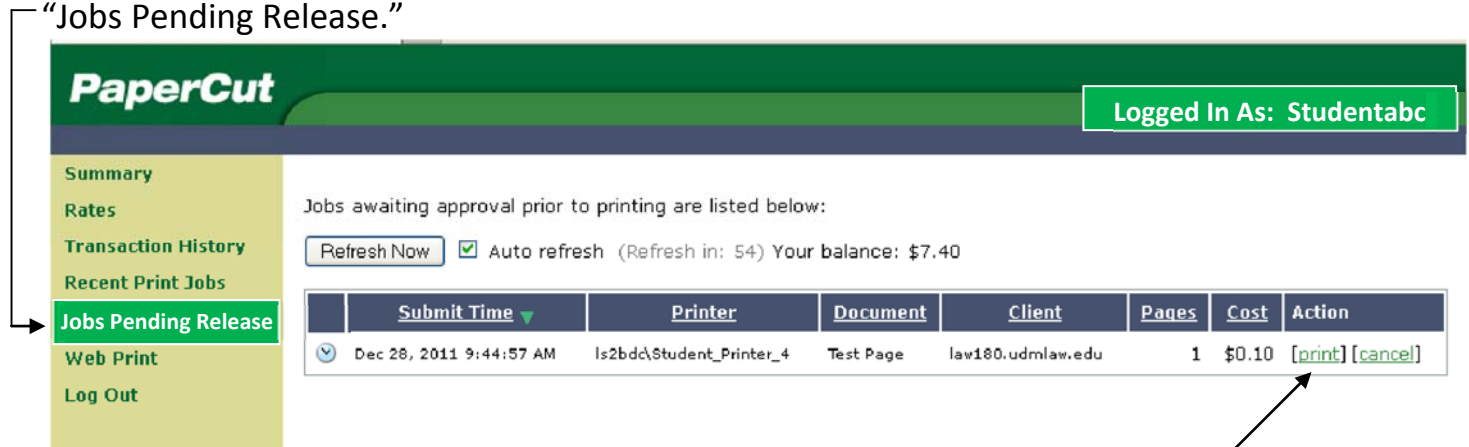
*Your print job(s) will remain in the holding queue for up to 6 hours, after which they will be automatically deleted from the queue. You **will not** be charged for any print jobs that are automatically deleted.*

Step 1. On the desktop of the student computers double-click the icon labeled "Print Release." If the icon is not shown on the desktop, then open a browser window (you can use either Internet Explorer or Firefox) and navigate to **http://papercut.udmercy.edu** at which point the PaperCut log in menu will be displayed.

If you choose to use the walk-up release station computer located near the printers, the PaperCut log in menu will already be displayed on the screen.

Step 2. Enter your TitanConnect credentials into the PaperCut login menu.

Step 3. When the following PaperCut menu is displayed, click the option labeled "Jobs Pending Release."

PaperCut

Logged In As: Studentabc

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Log Out

Jobs awaiting approval prior to printing are listed below:

Refresh Now ☑ Auto refresh (Refresh in: 54) Your balance: $7.40

Submit Time ▼	Printer	Document	Client	Pages	Cost	Action
Dec 28, 2011 9:44:57 AM	ls2bdc\Student_Printer_4	Test Page	law180.udmlaw.edu	1	$0.10	[print] [cancel]

Step 4. If you wish to release your print job to the printer, click the "print" option and your job will begin printing. The cost for printing the job will be debited from your account.

If you click the "cancel" option, your job will be deleted from the print queue and you will not be charged any cost.

Remember to always log out from the computer when you are done.