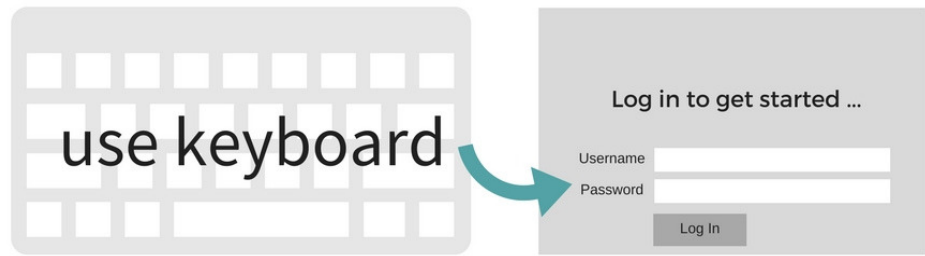


Adding Money to Account

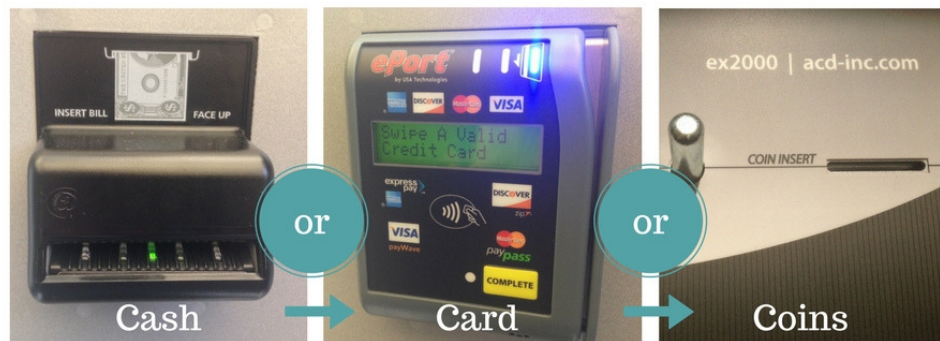
1



Use the keyboard to enter your MyReynolds login info.

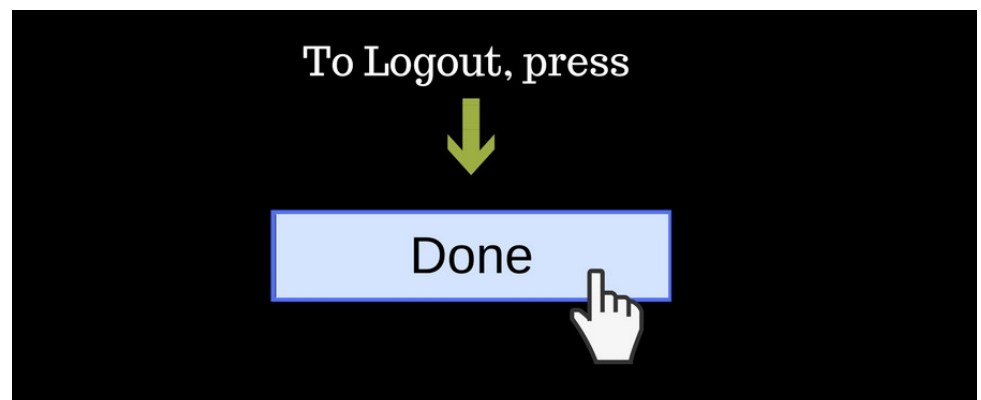
NOTE: For community members, you must register as a new user. Visit library.reynolds.edu/printing or see library staff for important information regarding community member accounts.

2



Add money with Cash, Card (debit or credit), or Coins. For debit and credit cards, choose the amount you would like to add. Accepted coins include nickels, dimes, and quarters (no pennies). No change is given. Your balance will display on the screen.

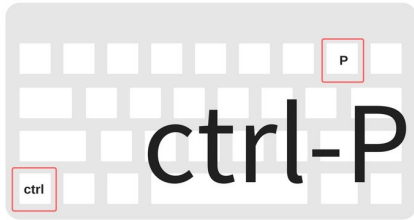
3



Logout by touching the "Done" button.

How to Send a Job to the Printer

1



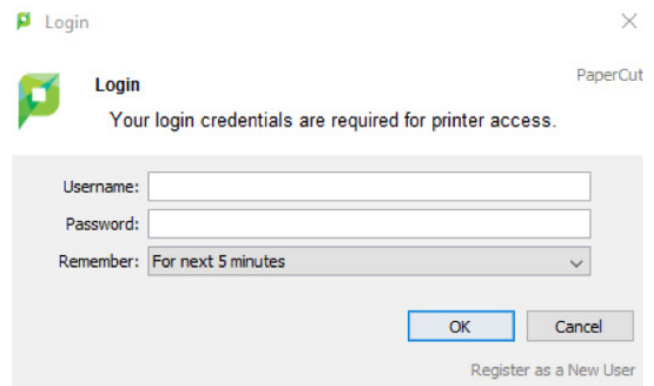
For most programs, you can enter Print by holding down the "Ctrl" key and hitting the "P" key. This will bring up a Print Dialog box.

2

1-sided, B/W printing is the default setting for most computers. Click on "Properties" to change to 2-Sided printing and/or Color (Auto Color). B/W printing is \$.10 per page and Color is \$.30 per page. NOTE: cost is per side.

3

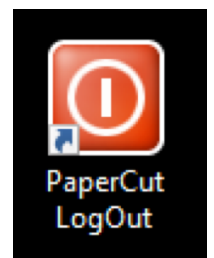
Enter your MyReynolds login. Once you enter login info and click "OK", a message will display in lower corner that your job is held in a queue.



NOTE: For community members, you must register as a new user. Visit library.reynolds.edu/printing or see library staff for important information regarding community member accounts.

4

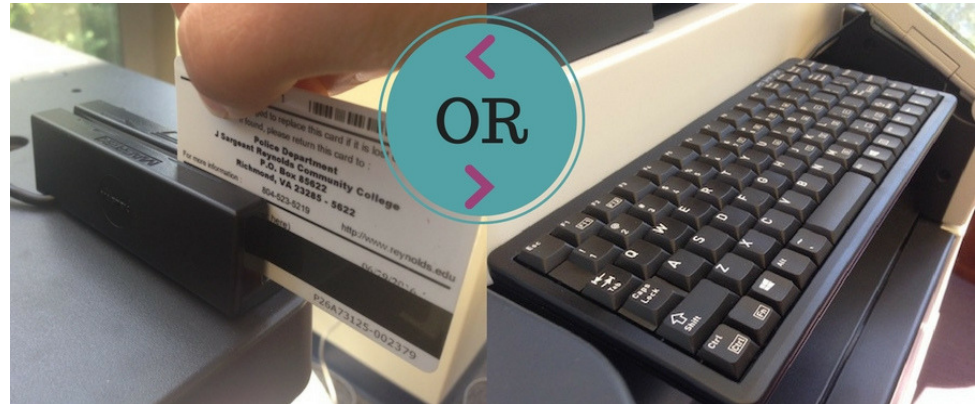
Proceed to either the print Kiosk to add funds to your account OR the printer if you already have funds and are ready to release the job. After you are done with your session, please double click on the PaperCut LogOut icon on the desktop to prevent the next user from accidentally printing from your account.



visit library.reynolds.edu/printing for more information about printing

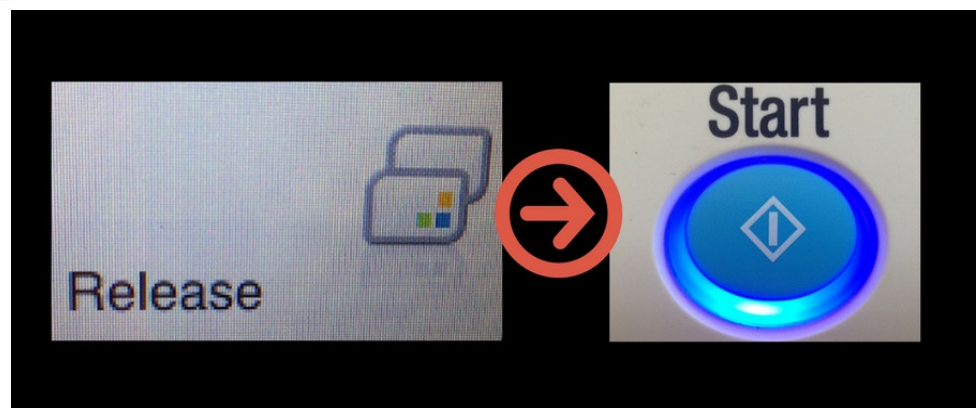
Releasing a Print Job

1



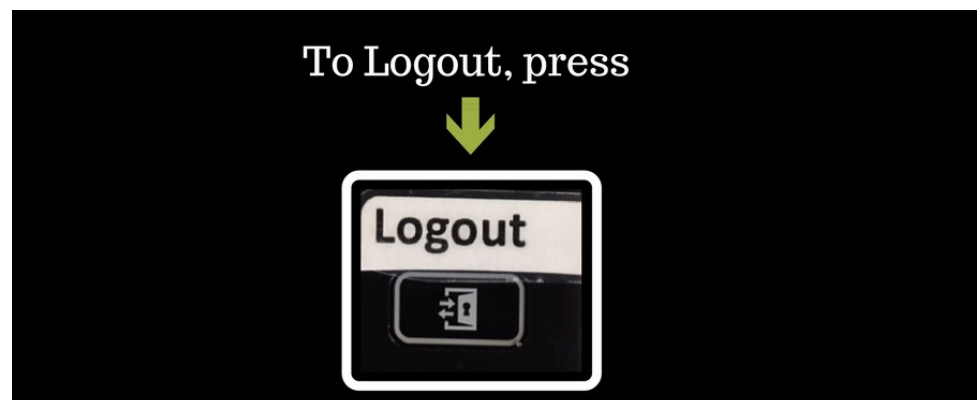
Swipe Reynolds ID card or type username & password with provided keyboard. A message will display your remaining balance and the number of print jobs you have waiting to be released. Click "Ok" to continue

2



Select "Release" on screen, select the job(s), and hit the Start button. Select "Delete" if you no longer want the print job.

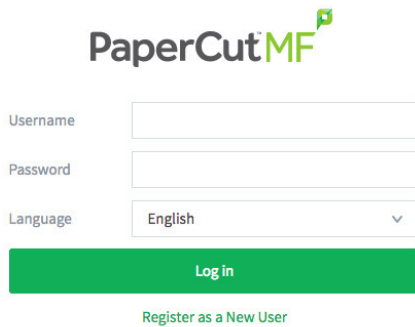
3



When done, push the "Logout" button to logout

How to Print from a Laptop/Mobile Device

1



PaperCutMF

Username

Password

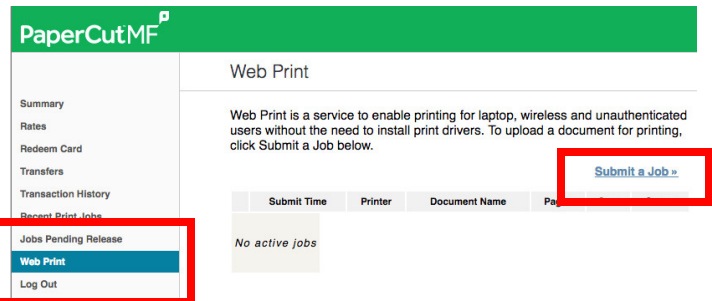
Language

[Register as a New User](#)

In web browser, login to PaperCut (print.reynolds.edu) using your MyReynolds username & password.

2

Select "Web Print" in the menu & then click on "Submit a Job".



PaperCutMF

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit Time	Printer	Document Name	Pages
No active jobs			

Jobs Pending Release

Web Print

Log Out

3

Select the campus that you wish to send the job to and specify black & white or color printing. Then continue to "Print Options" where you select the number of copies.

Select a printer:

Quick Find:

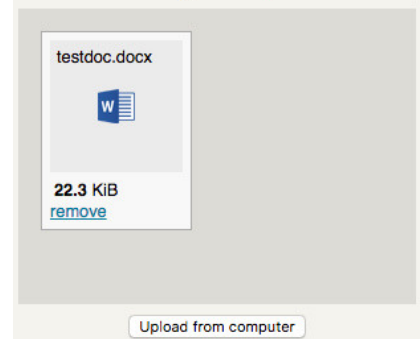
Printer Name ▲

- sr12psrv03\PARHAM_BLACKANDWHITE (virtual)
- sr12psrv03\PARHAM_COLOR (virtual)
- sr22psrv02\DOWNTOWN_BLACKANDWHITE (virtual)
- sr22psrv02\DOWNTOWN_COLOR (virtual)
- sr32psrv02\GOOCHLAND_BLACKANDWHITE (virtual)
- sr32psrv02\GOOCHLAND_COLOR (virtual)

4

Upload your document and click on "Upload & Complete." Your job is now held in a queue and can be released at the campus you selected. Jobs sent via web printing remain in the queue for 24 hours before being removed.

Select documents to upload and print



testdoc.docx

22.3 KiB
[remove](#)



visit library.reynolds.edu/printing for more information about printing