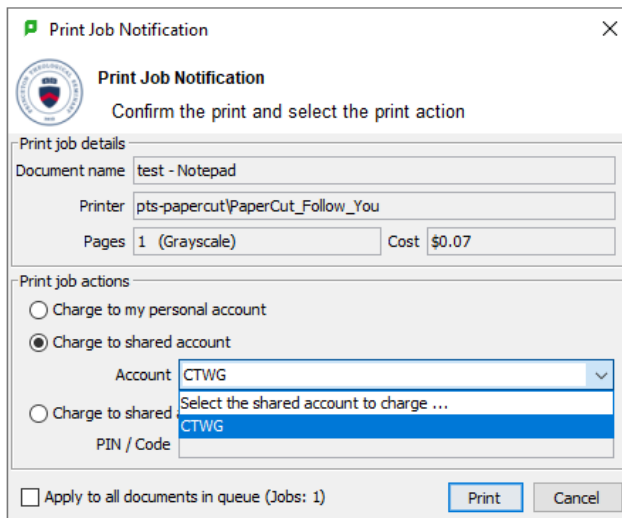


PaperCut: Charging a Departmental Print Code

**To receive a print code, contact the following:

- TA Contact Academic Affairs
- Student Government Contact Student Life
- Printing for Office work Contact your Department Manager

If you need to charge a print job to a department instead of your personal account, when you print you will have a prompt to do so.



The image shows a 'Print Job Notification' dialog box. It contains the following information:

- Print job details:**
 - Document name: test - Notepad
 - Printer: pts-papercut\PaperCut_Follow_You
 - Pages: 1 (Grayscale) | Cost: \$0.07
- Print job actions:**
 - Charge to my personal account
 - Charge to shared account
 - Account: CTWG
 - Select the shared account to charge ...
 - CTWG
 - Charge to shared
 - PIN / Code

At the bottom, there is a checkbox for 'Apply to all documents in queue (Jobs: 1)', a 'Print' button, and a 'Cancel' button. A red arrow points to the 'Charge to shared account' section.

If you are using the WebPrint interface, it is selected on the 'Options' page.

Web Print jesse.slover ▾

1. Printer ● 2. Options ● 3. Upload ○

Options Copies

Account to Charge

Charge to my personal account


Charge to shared account

Account

Charge to shared account using PIN / Code

PIN / Code


« 1. Printer Selection3. Upload Documents »




If you need to make the selection at time of print release, it's in the options before confirming the release.

Select the arrow to go into options for the print job.



Home PaperCutMF Slover, Jesse 

Select all jobs 


<input type="checkbox"/>	test.txt 1 copy, 1-sided, Grayscale, LETTER		>
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Print as grayscale Print as 2-sided Print

Select the edit button next to 'Account'



 **PaperCutMF** Slover, Jesse 

Print Release > jesse.slover - test.txt

Time	Feb 11, 2022 10:33:00 AM	Copies	<input type="button" value="-"/> <input type="text" value="1"/> <input data-bbox="902 331 1127 386" type="button" value="+"/>
User	jesse.slover	Duplex mode	<input checked="" type="button" value="1-sided"/> <input data-bbox="902 405 1247 472" type="button" value="2-sided"/>
Pages	1	Color mode	Grayscale
Account	My Personal Account 	Page size	LETTER
Balance	\$100.11	Cost	\$0.07



Select the account you wish to bill

 **PaperCutMF** Slover, Jesse 

Select Account

My Personal Account
CTWG

Select 'Print' to release the job.



Print Release > jesse.slover - test.txt

Time Feb 11, 2022 10:33:00 AM

Copies

User jesse.slover

Duplex mode

 1-sided 2-sided

Pages 1

Color mode Grayscale

Account CTWG

Page size LETTER

Balance Unrestricted

Cost \$0.07

Reset to original



Print

Use included articles to learn about our new print service, PaperCut!

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- [Setup for macOS](#)
- [Setup for Windows](#)
- [Web Printing](#)
- [Charging a Departmental Print Code](#)
- [Retrieve 'Follow You' Print Jobs](#)
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- [Sign-In Options](#)