

How to Print to the Network Printers/Copiers

Staff computers are configured to print to the MPS “Print Release” system. This allows you to print to the Xerox printer/copiers found in common areas around the school.

- Clicking the Print icon in any Windows program opens the Printing options window.
- Select your print destination to: **“City- Xerox (Print Release) on CITYPRINT-01”**
- This sends your print out to the Paper Cut cloud print system.
- Check to make sure you are printing to the correct sized paper: **Letter (8.5” x 11”)**

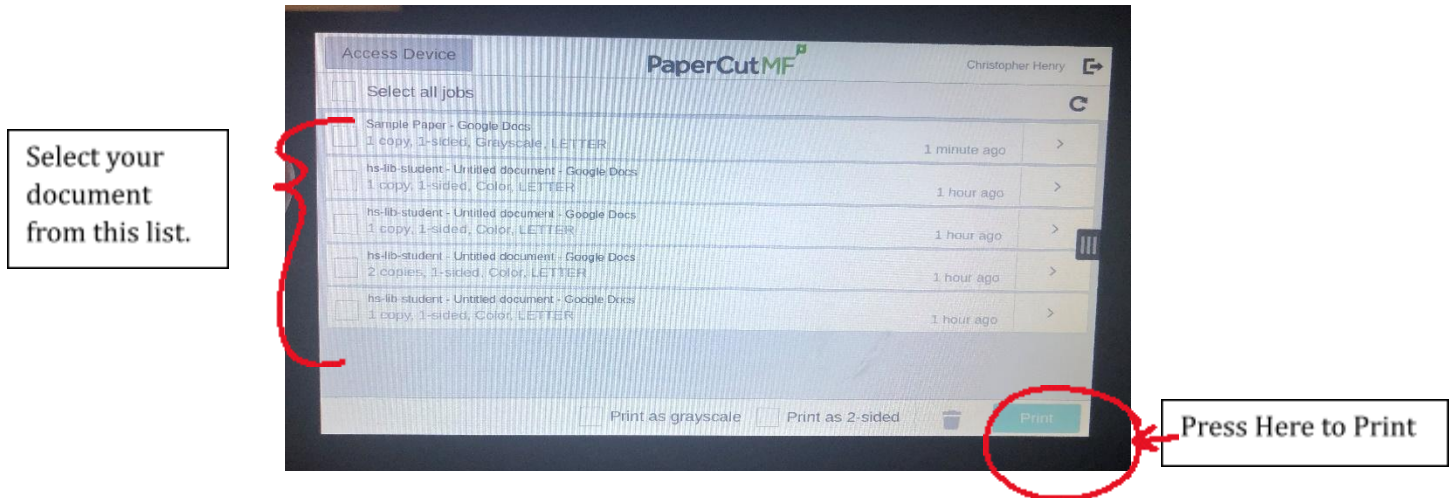
Using the Printer/Copier– Where is my document?

Once you have printed a document, you will need to release your printout following the steps below:

1. Scan your staff ID badge on the red area of the printer/copier.



2. On the Touch Screen, select the checkbox next to the document you wish to print from the list. (Newest documents are at the top of the list).
3. Press the blue "Print" button at the bottom right of the screen.



4. After a short warm-up, the copier will print your document.

Notes:

The very first time you print to the Paper Cut Print Release System, the copier will ask you to associate your badge with your school email address. This is a one-time operation. Following the on-screen prompts, enter your school email address and password. From this point forward, a simple scan of your badge will associate the copier with your account and list the items in your print queue.

How to Print to a Specific Classroom or Office Printer (no badge needed)

Additional Printers (color, in-classroom/office printers) may also be added to your list of available printers. To learn how to print directly to a specific printer please view this screencast:

[How to Add a Printer](#)