

Printing Instructions

***Students cannot print in color.**

***Students can only print up to 8 pages at a time**

In Google

Step 1: Access the document you need to print.

Step 2: Select the print icon in the top toolbar or use the print shortcut (Ctrl + P).

Step 3: Find “Destination” and change it to “*Dunstan-konicabizhub_findme on esc-print-00*”  If printer is not listed in the dropdown, select See more to find it

Step 4: Change “Color” to *Black and White* if it’s not already set to that

Step 5: Select “*More Settings*” and make any changes you need to make to the size, scale, two-sided printing, etc.

Step 6: Select “*Print*” and log in using your username and password



Do NOT log in using Google

From the *jeffcoschools.us* bookmarks (top left under URL bar)

Step 7: Select [PaperCut User Info](https://papercut.jeffco.k12.co.us:9192/user) (https://papercut.jeffco.k12.co.us:9192/user)

In PaperCut

Step 8: Log in to *PaperCut* using your student ID number (only the number) and your password

Step 9: Click on *Jobs Pending Release*

Step 10: Click the word “print” **(it’s green)**

Step 11: Click the name of the printer name

esc-print-00\Dunstan-LMC-Bizhub to release the job.

Step 12: Go to the printer under the American Flag in the library to collect your printed work.

(updated 4/14/26)