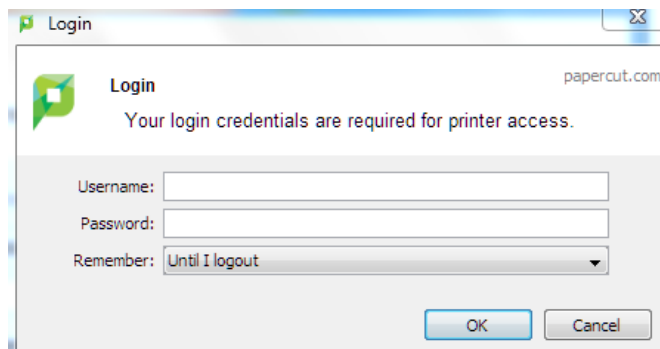


1. At Windows startup you will see Papercut Login appear – enter your username and password same as OneLogin. Check Remember my identity. If you do not check Remember my identity, this screen will reappear.



2. When ready to print, select **Secure Print to Papercut** as the Printer. Set options as you normally would then click Print.

3. Another login box will appear, type in your credentials selecting Remember Until I logout->OK



4. A confirmation message will appear letting you know that your job is waiting in the Papercut queue for release.

5. Walk over to any new Ricoh device, tap your Berg ID card to login and then you may release (print) your job(s). Yes, you may print from any Ricoh device on campus equipped with Papercut. Your job will remain in the queue for 72 hours.