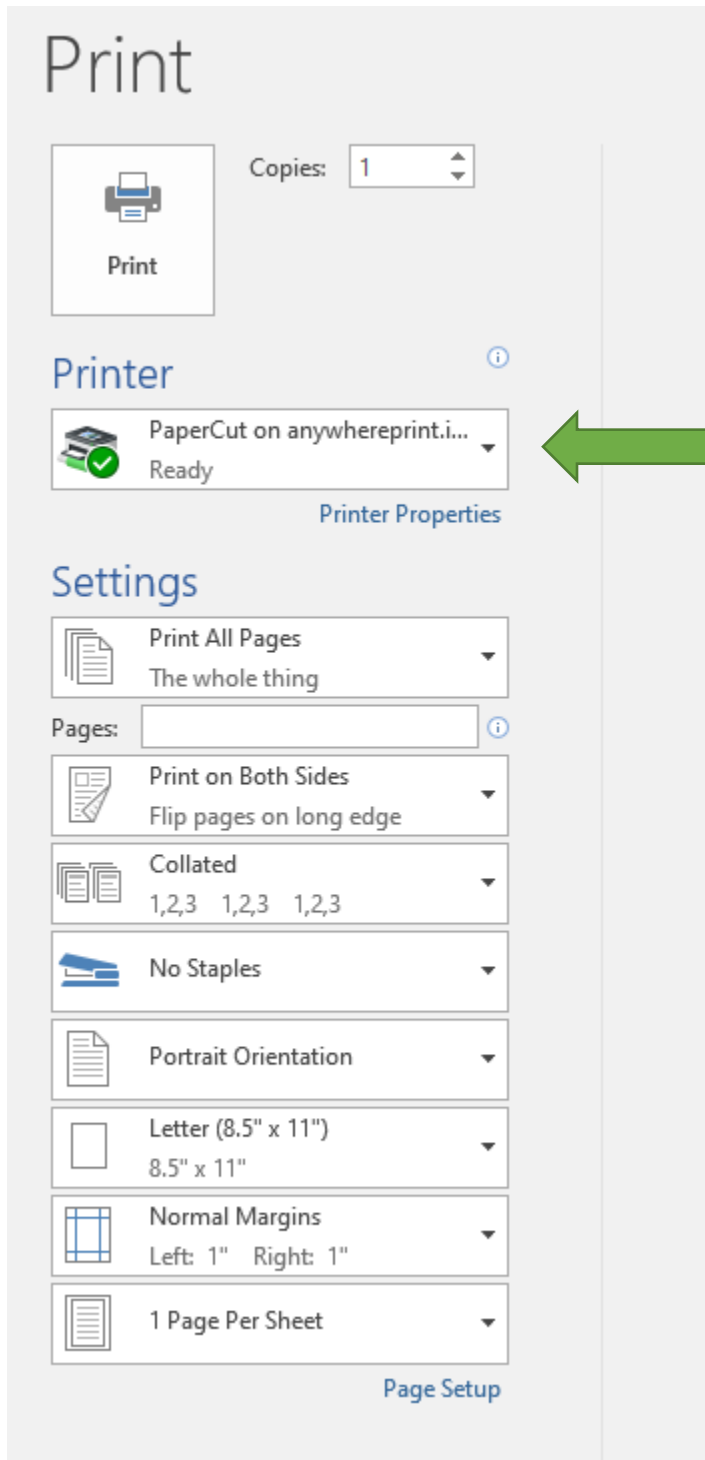


Microsoft Windows

Instructions for printing a document using PaperCut


Select the printer – **PaperCut on anywhereprint.it.niu.edu**



The image shows a Windows Print dialog box. At the top, the word "Print" is displayed in a large font. Below it, there is a printer icon and the word "Print". To the right, the "Copies" field is set to "1". Under the "Printer" section, a dropdown menu shows "PaperCut on anywhereprint.i..." with a green checkmark and the word "Ready" below it. A green arrow points to this dropdown menu. Below the printer selection, there is a "Settings" section with several options: "Print All Pages" (The whole thing), "Pages:" (empty field), "Print on Both Sides" (Flip pages on long edge), "Collated" (1,2,3 1,2,3 1,2,3), "No Staples", "Portrait Orientation", "Letter (8.5" x 11")" (8.5" x 11"), "Normal Margins" (Left: 1" Right: 1"), and "1 Page Per Sheet".

Select **Print**


Print



Print


Copies:

Printer


 PaperCut on anywhereprint.i...
Ready


[Printer Properties](#)


Settings


 Print All Pages
The whole thing


Pages:


 Print on Both Sides
Flip pages on long edge


 Collated
1,2,3 1,2,3 1,2,3

 No Staples

 Portrait Orientation

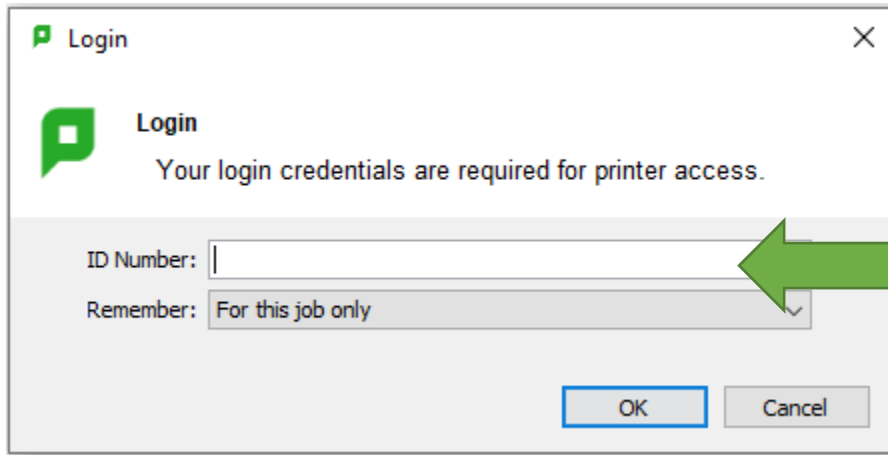
 Letter (8.5" x 11")
8.5" x 11"

 Normal Margins
Left: 1" Right: 1"

 1 Page Per Sheet

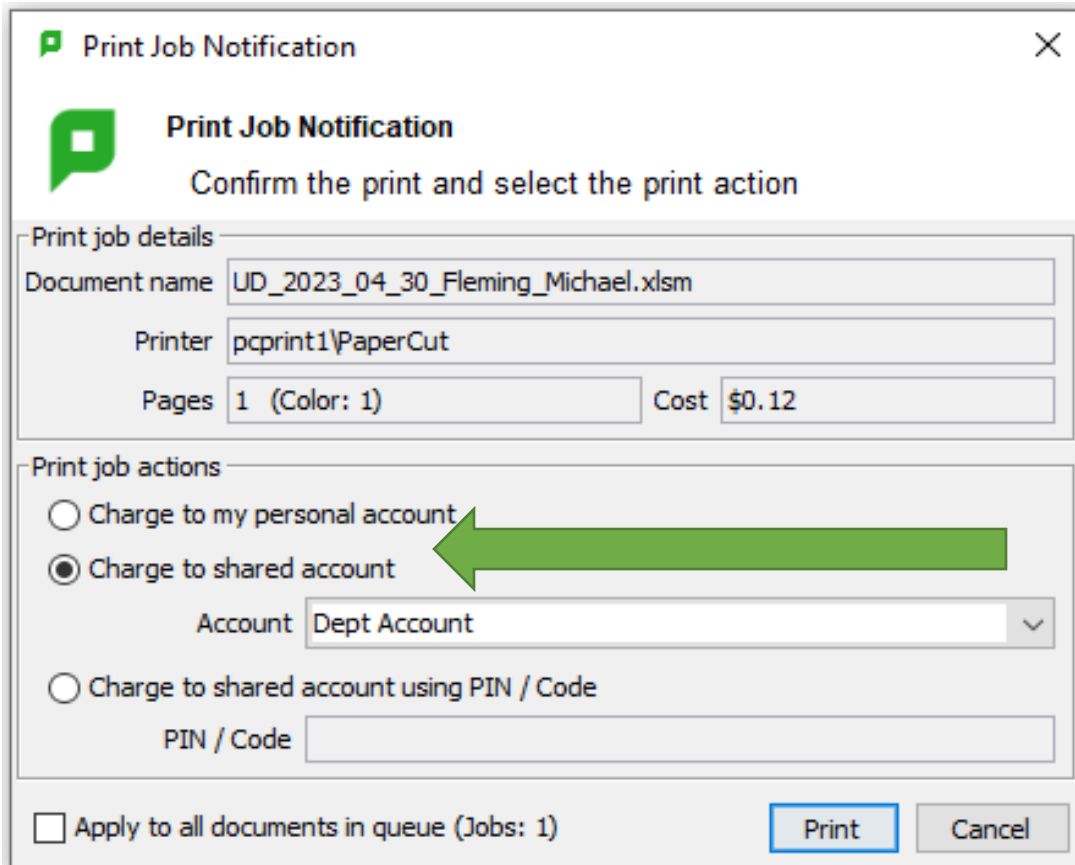
[Page Setup](#)

Enter_user ID - this would be your **AID**. (Typically begins with an “A” or “el0”)



Select your charge to account **My Personal Account or Dept Account**

NOTE: ONLY CHOOSE PERSONAL ACCOUNT IF YOU HAVE FUNDS IN YOUR ACCOUNT.



Select **Print**

Screen notification of pending document ready for release at an AWP printer

