How to Print to the DSN PaperCut Printers

When you print to one of the DSN Lab Printers, you will need to go through a couple of steps in order to release your job to the printer. Prints are 5 credits per page/side.

1. Print your file as usual, selecting either DSN-426-BW-Printer-1, or DSN-426-BW-Printer-2 from the list of printers.
2. A dialog box will appear asking you to login to PaperCut in order to authorize your print. This helps protect your print credits from unauthorized use! Enter your net-id and password, and set the duration you’d like your credentials to remain active. Click OK.

3. A window will appear stating that your job is being held in a print queue on the server. This stops your job from printing until you tell it you are ready to print. You can also cancel your job from the print queue as well.

4. To release your job, click the “Details…” link in the PaperCut Client window. This will open up the PaperCut website.

5. Login to the site with your net-id and password.
6. Click the “Jobs Pending Release” link in the sidebar. Click “print” to print your job, or “cancel” if you’d like to cancel your job.

7. Pick up your prints in room 426 Design. The printers are labeled with the printer name.
8. If for some reason your job did not print, please email nielandj@iastate.edu.