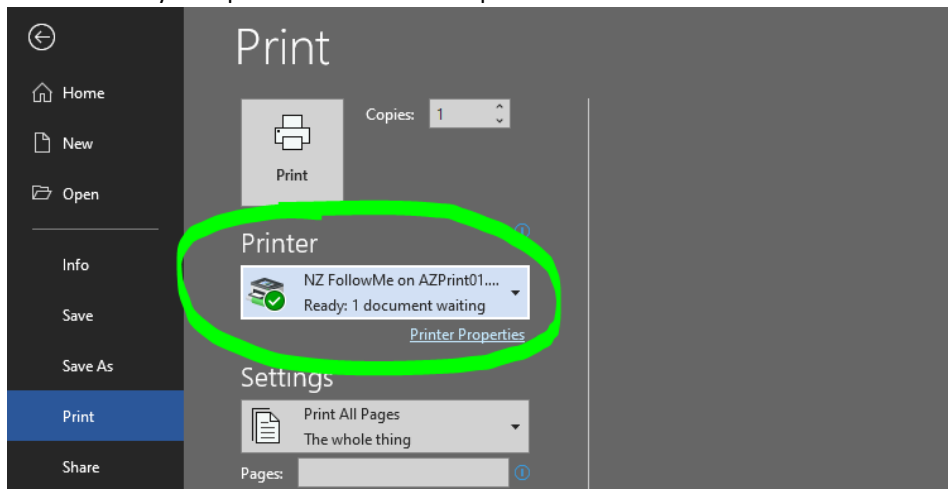


If you are a user that works from an office or campus within NZ, then your printers will already be set up and you are able to print to the print que named “NZ FollowMe” (see below). Once you have clicked **Print**, then go to Step 6 in this document in order to release your print job from the printer.

Printer already set up for NZ office and campus staff

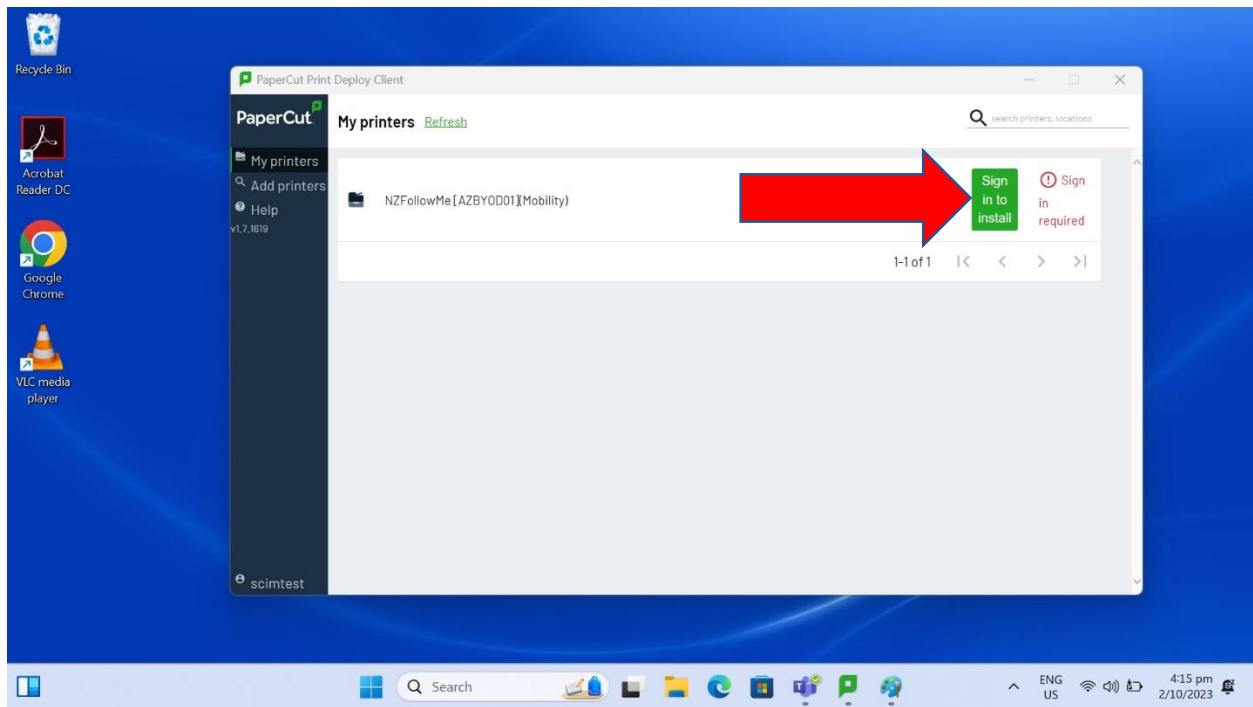


If you are a user in Australia or you mainly work offsite (home) within NZ, then follow the steps starting below.

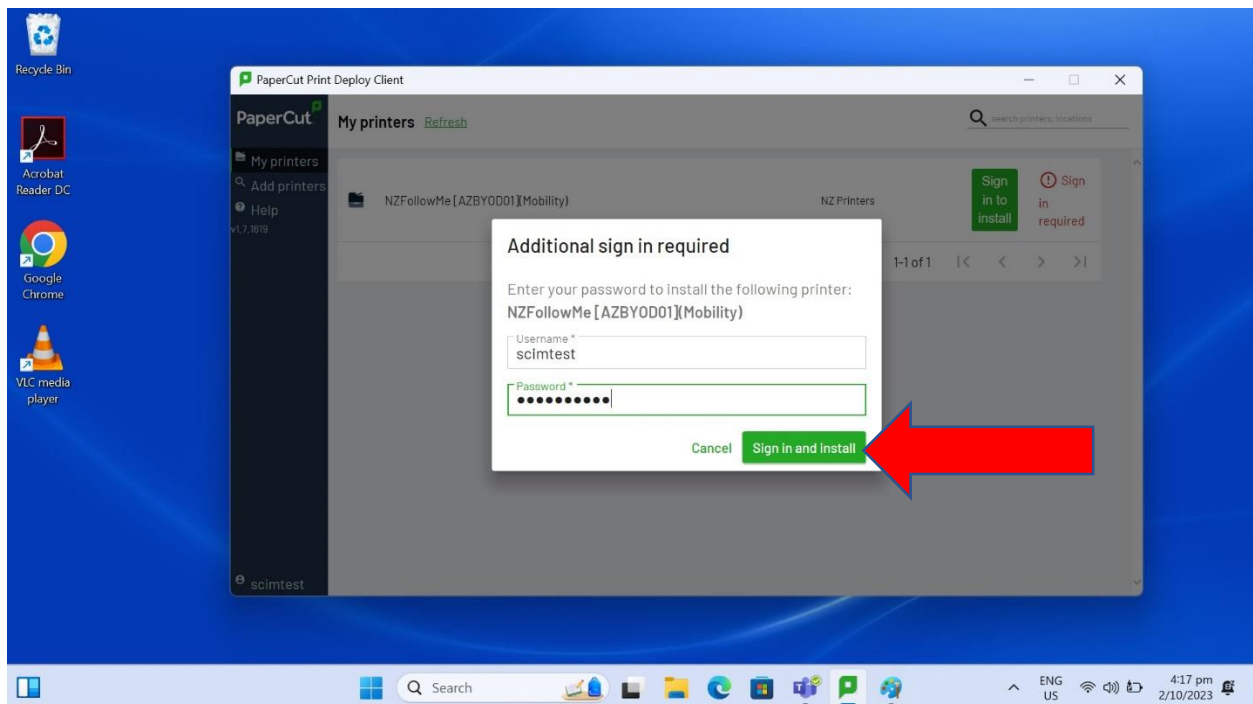
Step 1: On the system tray, right click on the PaperCut client and select **View My printers**



Step 2: Click on Sign on to install



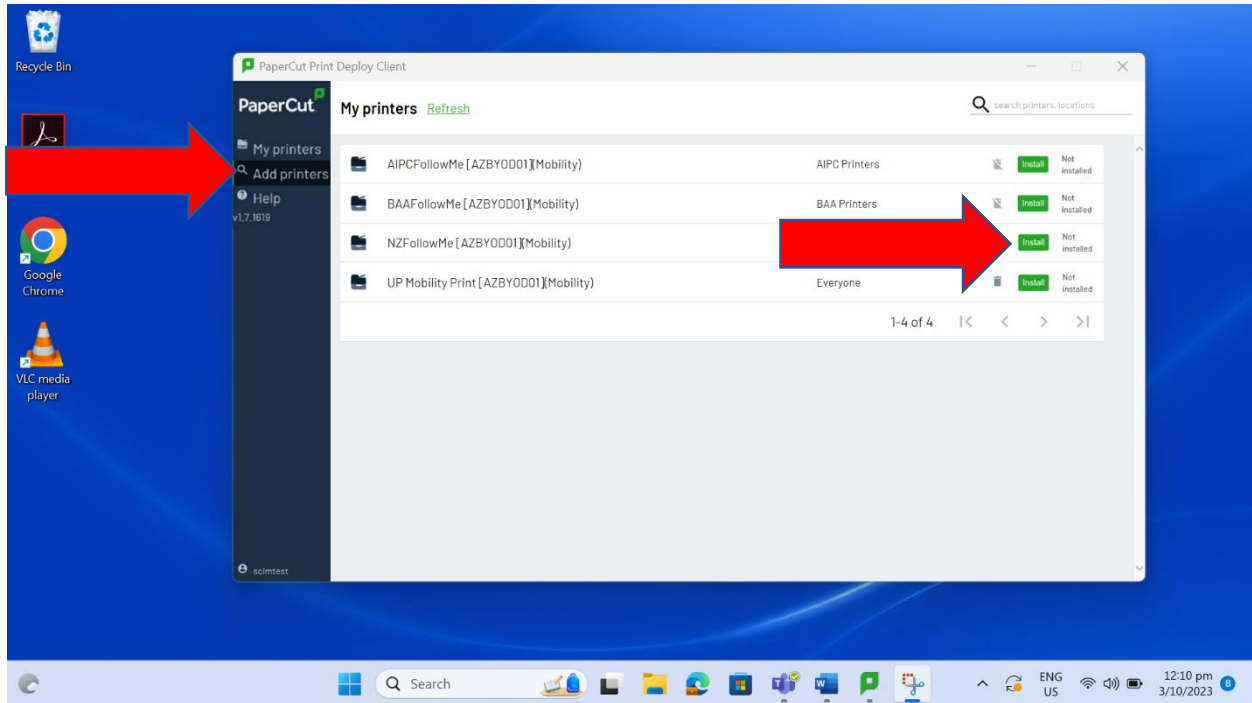
Step 3: Type in your username (work email address) and your password and click Sign in and install



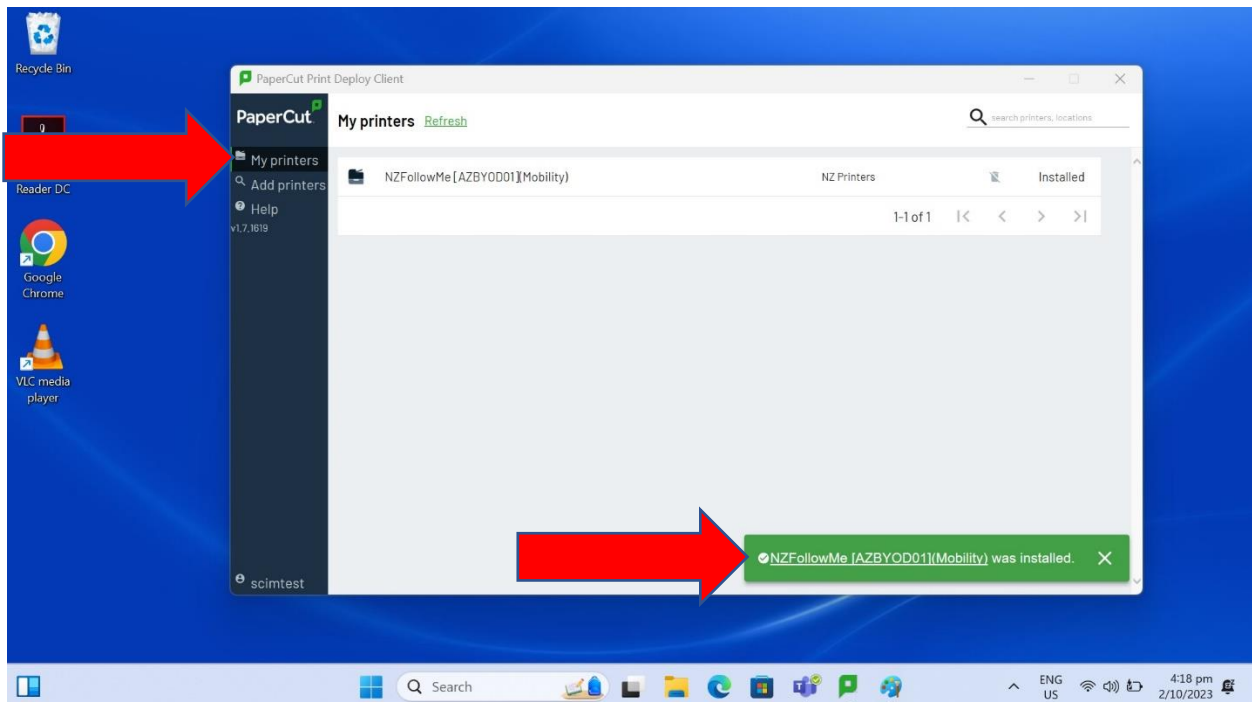
Step 4: Click on Add printers.

If you are in New Zealand, then click **Install** on a printer called **NZFollowMe**

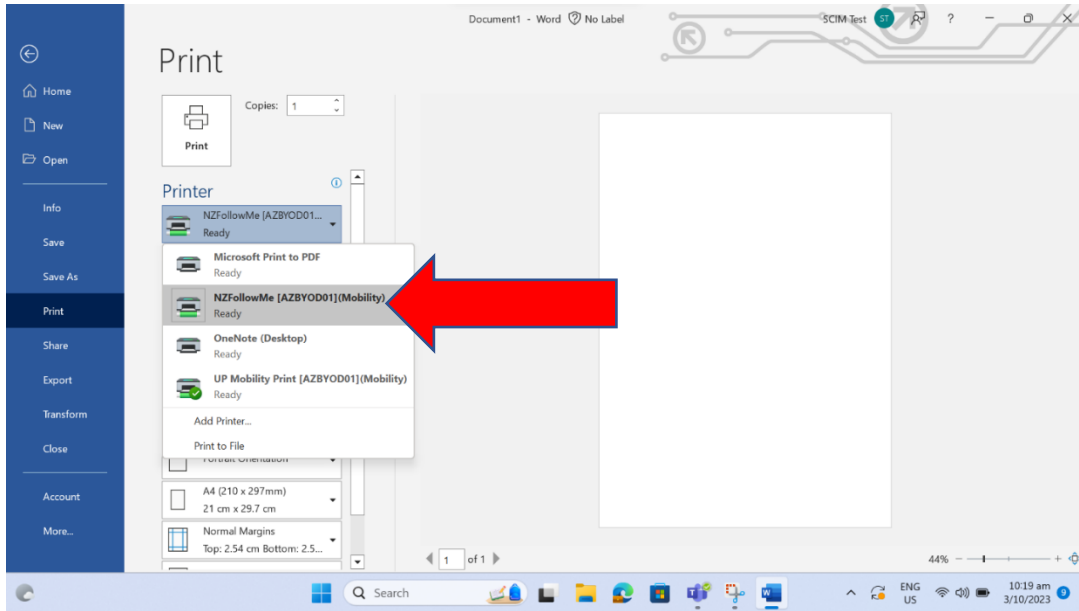
If you are in Australia, then click **Install** on the appropriate printer que you want to add based on your organization.



Step 5: After you click install, the printer should be added and will appear under My printers



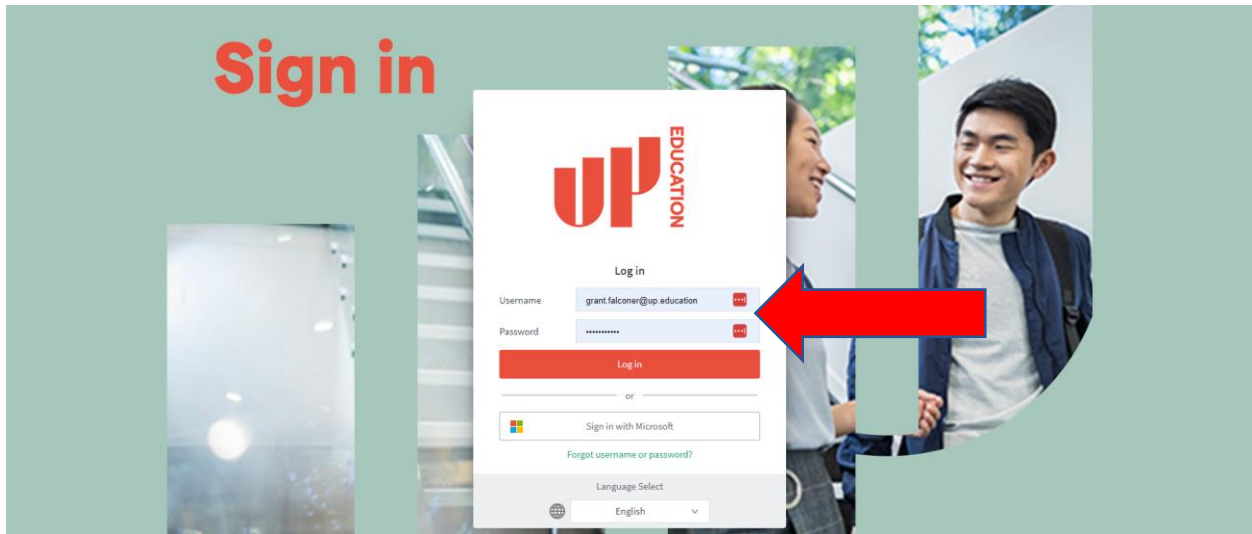
Step 6: When you go to print a document, your installed printers should now be available to print to. Once you click **Print**, there are two ways to release your job from to the copier depending on your copier setup. Please follow the steps below to release your job based on your copier.



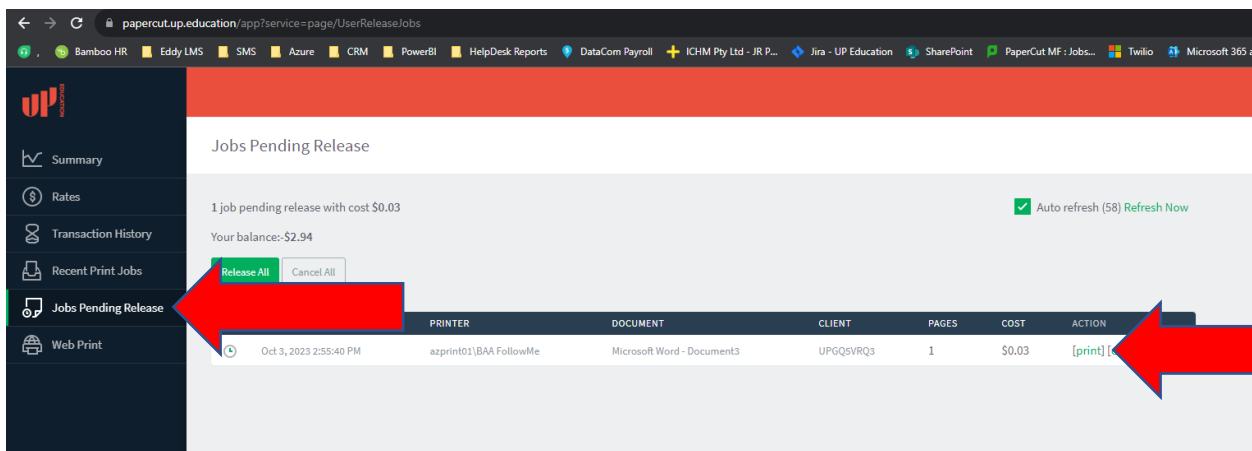
If your copier is set up with PaperCut, you can tap your print card on the card reader to login or login manually on the screen by inputting in your username and password. If your copier doesn't have a print card reader or login screen, then please follow step 7 on the next page.



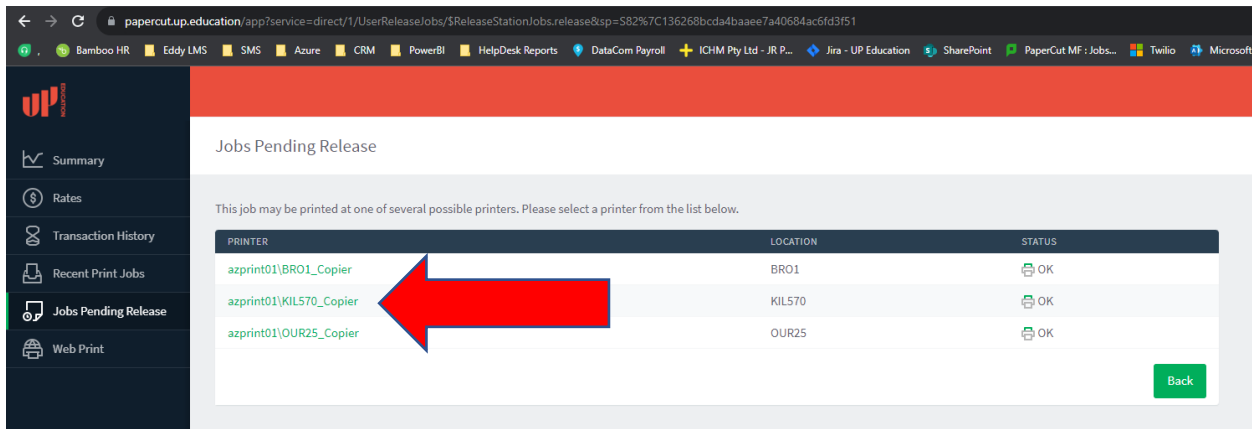
Step 7: Login with your email address and password <https://papercut.up.education/user>



Step 8: Click on **Jobs Pending Release**, find your print job and click **print**



Step 9: Click on the specific copier you want to release the job to



Step 10: It will update you of the status of your print job. Once the job disappears then go up to the copier to retrieve your print job.

The screenshot shows the PaperCut web interface. At the top, a notification bar indicates "Released 1 print jobs." Below this, the "Jobs Pending Release" section displays "No jobs pending release." and "Your balance: -\$2.94". There are "Release All" and "Cancel All" buttons. A table lists the print jobs with columns: SUBMIT TIME, PRINTER, DOCUMENT, CLIENT, PAGES, COST, and ACTION. A single job is listed with the status "Queueing..." in the ACTION column, which is highlighted by a red arrow.

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Oct 3, 2023 2:55:40 PM	azprint01\KIL570_Copier	Microsoft Word - Documents3	UPGQ5VRQ3	1	\$0.03	Queueing...