

Important: Please log off of release stations and log off the desktops by double clicking this Icon  when finished.

IT Helpdesk room #1724 Academic Building

Log in to papercut.madonna.edu

Enter your username (full email address) and your email password

It will just take a few moments to prepare your desktop each time you log in.

Please do not print web pages directly from the web browser.
Download or save the page from the browser to the desktop or thawed space,
open the document, and then:

To Print Black/White (8 cents/page)

1. Go to File Print
2. Select **RicohPrinters**
3. Set print properties as needed
4. Click print
5. The print job will be held in a queue until you release it

To release submitted b&w print jobs in the lab:

Option 1 – enter credentials at the printer

- Log into the Ricoh MP 301
- See directions posted at the printer/copier

Option 2 – release from your desktop for document to print immediately, **please DO NOT use this option for documents with sensitive or private information!**

- While logged onto papercut, click “Jobs Pending Release”
- Click Print
- Click printsolsrvr\Helpdesk Lab 1724 MP301, print job will immediately be released at the printer

If you submitted a print job and change your mind, just ignore it at the print queue. It will disappear after 3 days. You are not charged until the pages print. If you want to clear it right away, select “cancel” while logged into the queue.

Important: Please log off of release stations and log off the desktops by double clicking this Icon  when finished.