

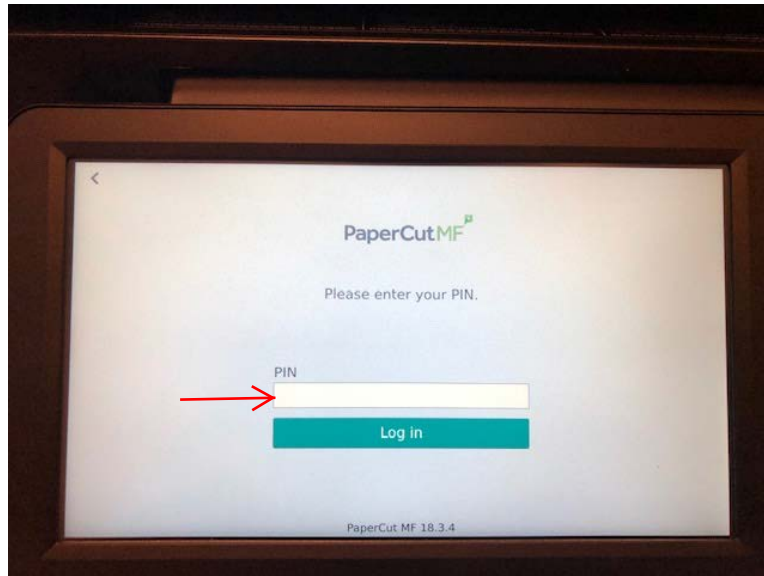
## PAPERCUT LOGIN PROCEDURES

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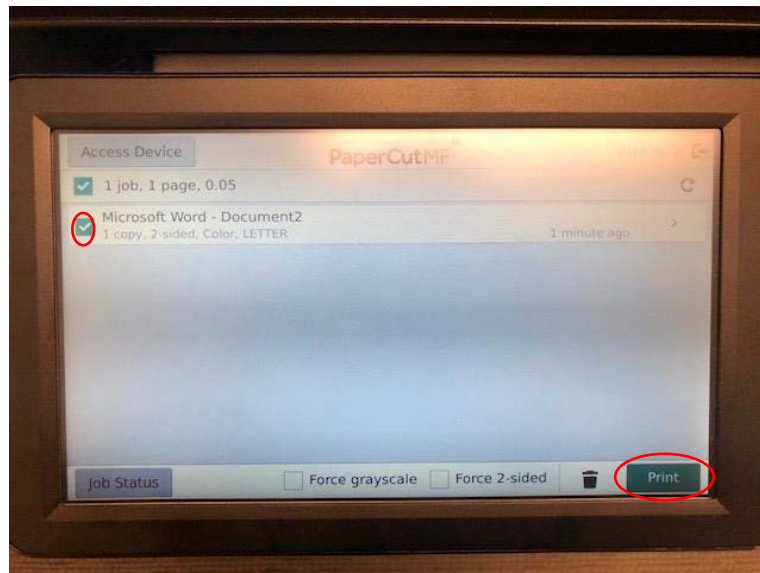
Please make sure you swipe your Chicago School ID Card



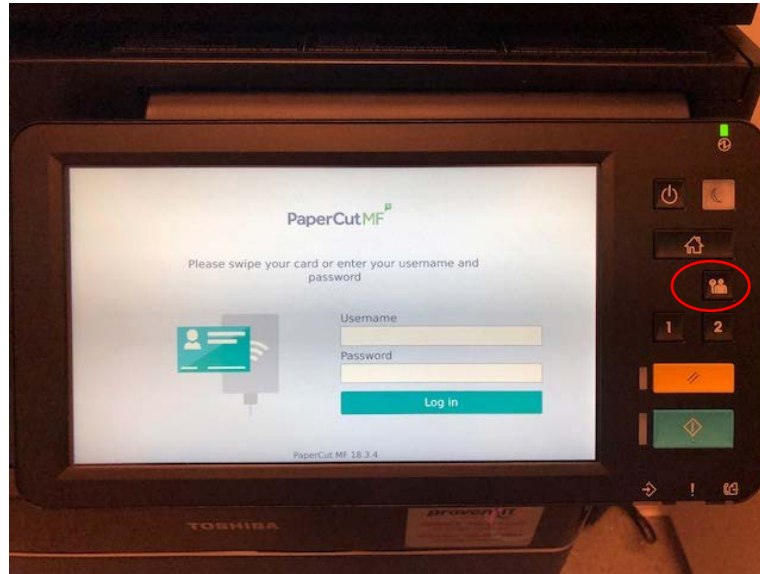
The card readers are now built-in on all the printers. Hold your ID card next to the rectangle with radio waves icon.



Press on the empty field underneath PIN. Enter your pin. If a pin number has not been established, please contact Site Support for assistance.



View and select your print job from your queue. Press the Print button on the screen to release your print job.



Remember to logout after releasing your print job. Press on the human shape with a key icon button to logout.