
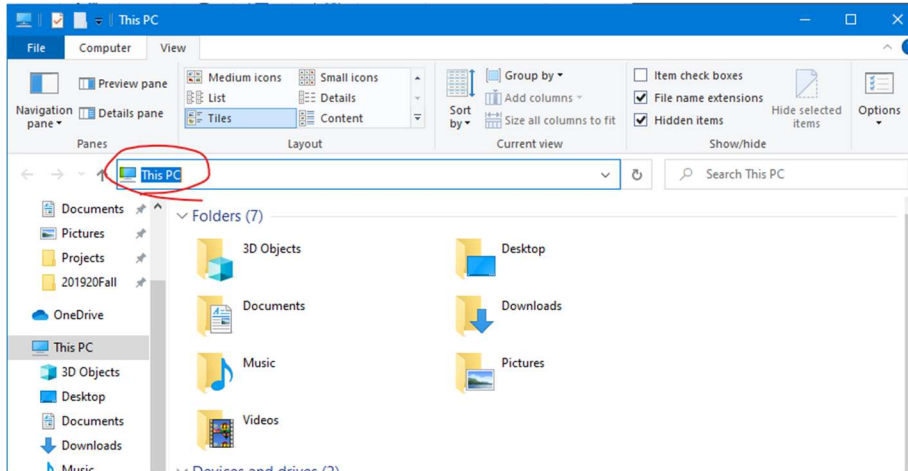
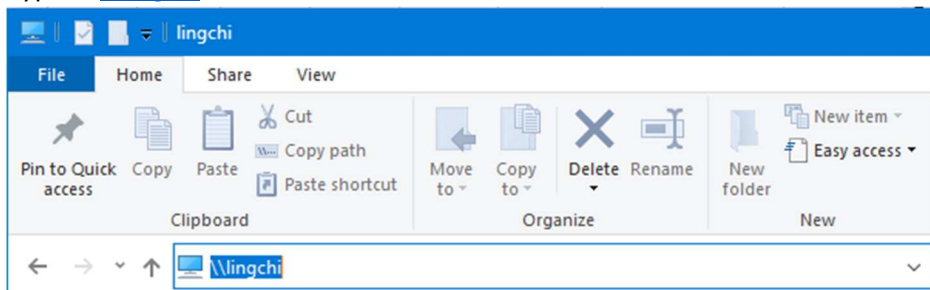


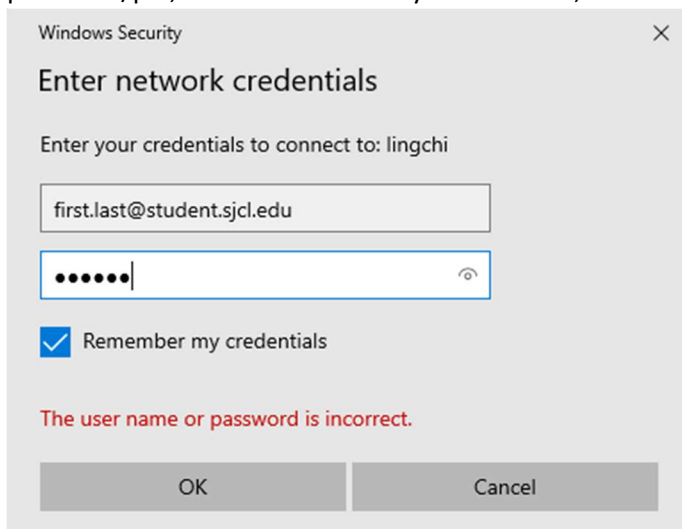
1. Open Windows explorer by clicking the folder icon  in the taskbar or using the WIN+E keyboard shortcut. Then click in the address bar.



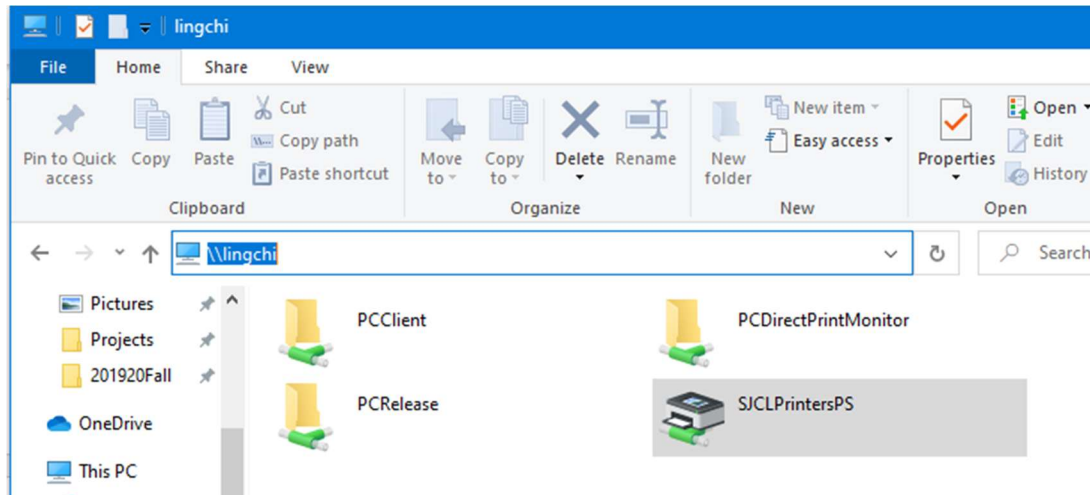
2. Type in `\\lingchi` and hit enter.



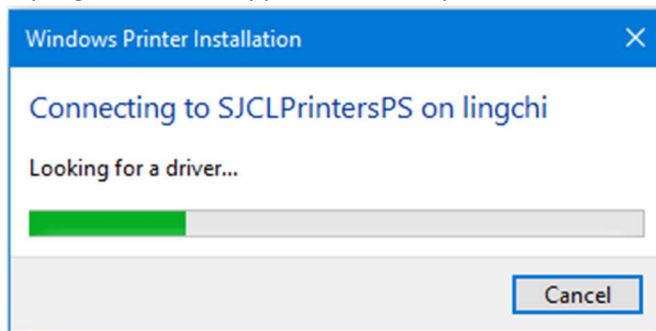
3. You may be prompted to enter credentials to connect. Enter your SJCL email address and SJCL password/pin, click “remember my credentials”, and click “ok” to connect.



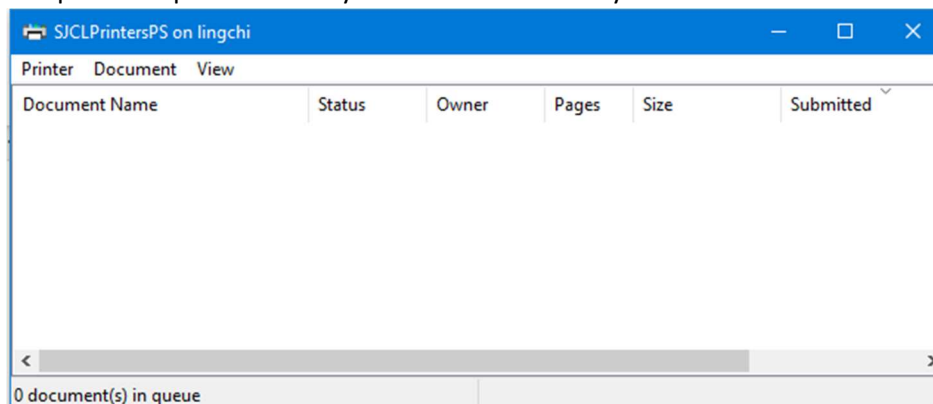
- Once connected, you will see a list of available resources. The papercut printing environment is shared through the “SJCLPrintersPS” resource. Double click on “SJCLPrintersPS” to install the printer. Your account may need administrative access to your computer to successfully install the driver.



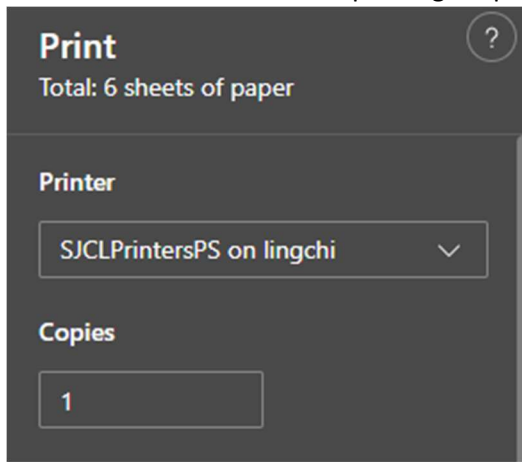
- A progress bar will appear while the print drivers are installed.



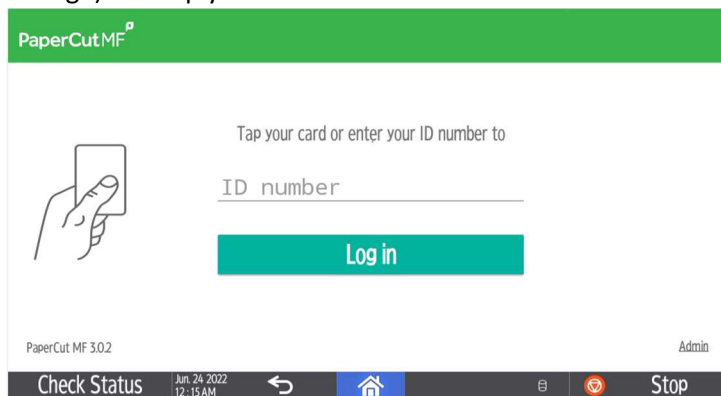
- Once the driver is installed and the printer is ready to use, a print queue window will appear. At this point the printer is ready to use. You can safely close this window.



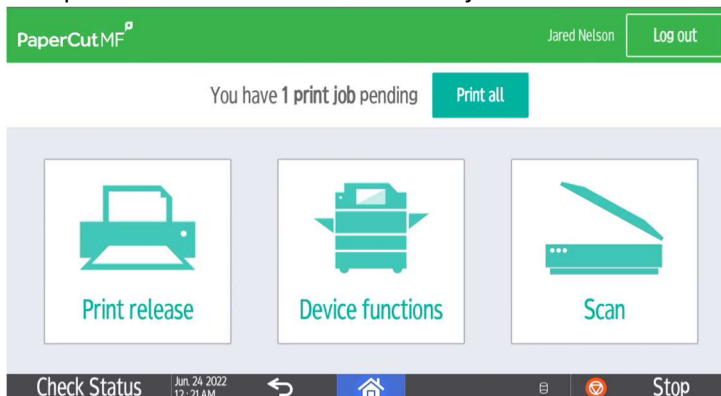
7. Select 'SJCLPrintersPS' when printing to queue your print job.

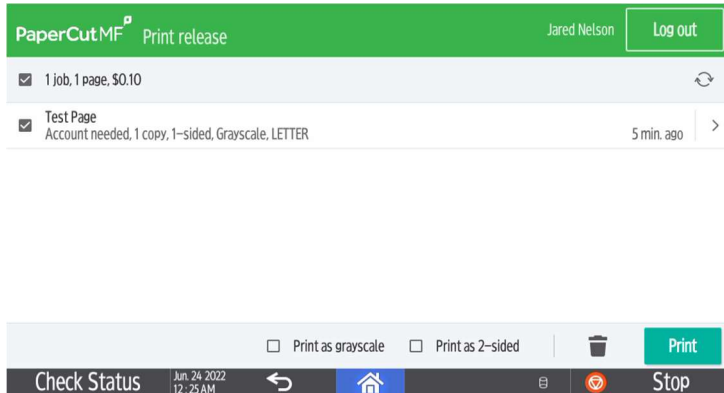


8. To release your print job, go to the printer where you want your job to print (Library or Student Lounge) and tap your SJCL Student ID to the card reader on the printer to log in to the machine.



9. Once logged in you can release your print jobs by tapping 'Print all' near the top of the screen, or tap on 'Print release' to see a list of jobs that can be released one at a time.





10. Your account will not be charged until a job is released for printing. Once your print job is released your account will be charged for the pages required to print the job.
11. When finished, tap your card again or tap the 'Log out' button on the machine to log out.