**Apple Macintosh  
Instructions for printing a document using PaperCut**

1. Select the printer – **PaperCut** from the printer dropdown menu

A screenshot of a computer

Description automatically generated

1. From the setting menu, you may select several printer functions including but not limited to:
   * Copies & Pages (where you can choose Black & White to change a color doc to black or grayscale printing), Layout, Paper Handling, Paper Feed, and   
     Printer Features, such as;
     + Finishing, Print quality, etc.

A screenshot of a computer

Description automatically generated

Below are several of the functions and finishing settings you can determine prior to submitting your file to print.

A screenshot of a computer

Description automatically generatedA screenshot of a printer

Description automatically generated

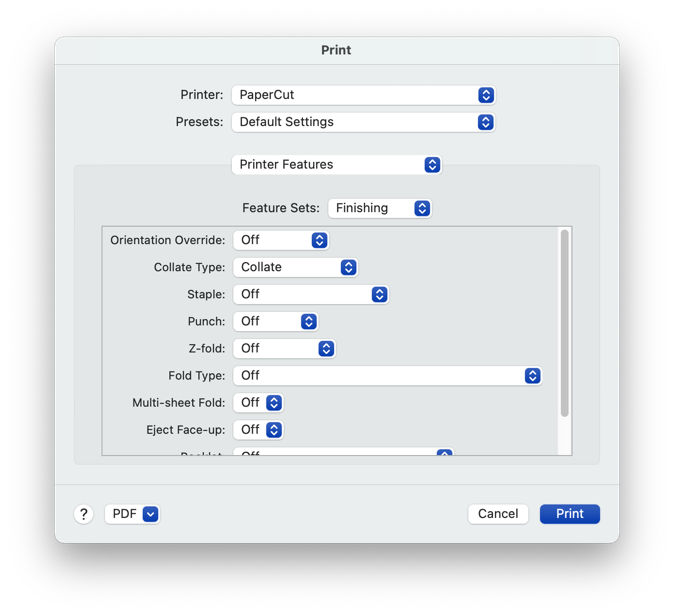
A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

Note some of the Printer Features below, such finishing/stapling, Print Quality, and effects like watermarks.



A screenshot of a computer

Description automatically generated

A screen shot of a computer

Description automatically generated

1. Select **Print,** you will receive a popup window to enter your NIU credentials.
   1. Enter user ID - this would be your **AID**. (Typically begins with an “A” or “el0”) A screenshot of a computer

      Description automatically generated
2. You will receive a second popup window indicating
   1. number of pages, your cost, and where to charge for this print document (either your personal Huskie Bucks account, or to your Department Account)  
      A screenshot of a computer

      Description automatically generated
3. Select **Print,** and you willreceive a PaperCut Message that your job is in queue, ready to release at any one of the Ricoh printers on campus.

A screenshot of a computer

Description automatically generated