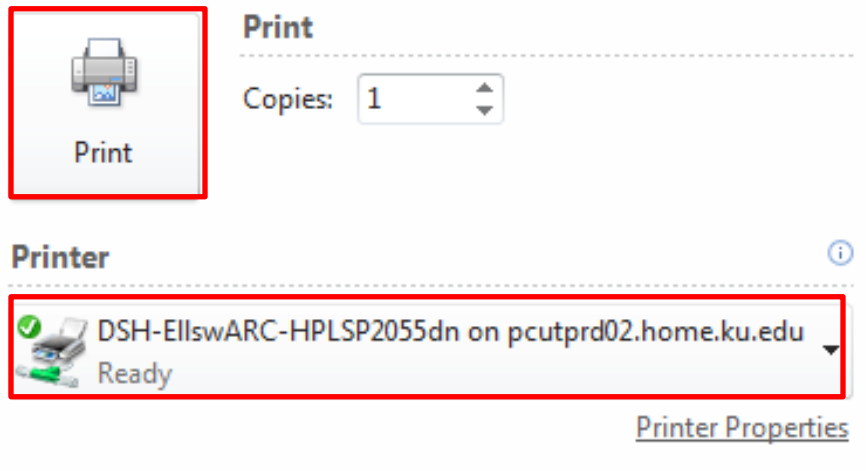


How do I print to this printer?

Step 1. Print your document(s) using the desired printer.

KU Student Housing printers are labeled beginning with “DSH.” For example, to print in Ellsworth Hall, select “DSH-ELLswARC-HPLSP2055dn on pcutprd02.home.ku.edu.”



Print

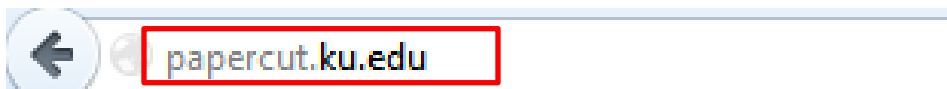
Copies: 1

Printer

DSH-ELLswARC-HPLSP2055dn on pcutprd02.home.ku.edu
Ready

[Printer Properties](#)

Step 2. Open your web browser and navigate to papercut.ku.edu.



papercut.ku.edu

Step 3. Login with your KU Online ID and Password.



KU INFORMATION TECHNOLOGY
The University of Kansas

Please login with your KU Online ID and Password

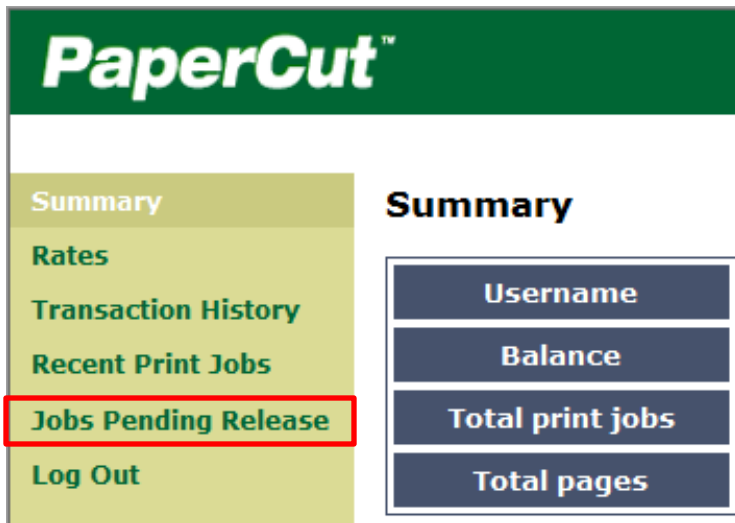
Username: j123h456

Password: ●●●●●●●●

Language: English

[Log in](#)

Step 4. In the summary tab (left side), select “Jobs Pending Release.”



Step 5. Choose your desired job and select “Release All” to print your document(s).

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 53) Your balance: \$0.00

	<u>Submit Time</u> ▼	<u>Printer</u>	<u>Document</u>
--	----------------------	----------------	-----------------

Step 6. Retrieve your print job at the printer.