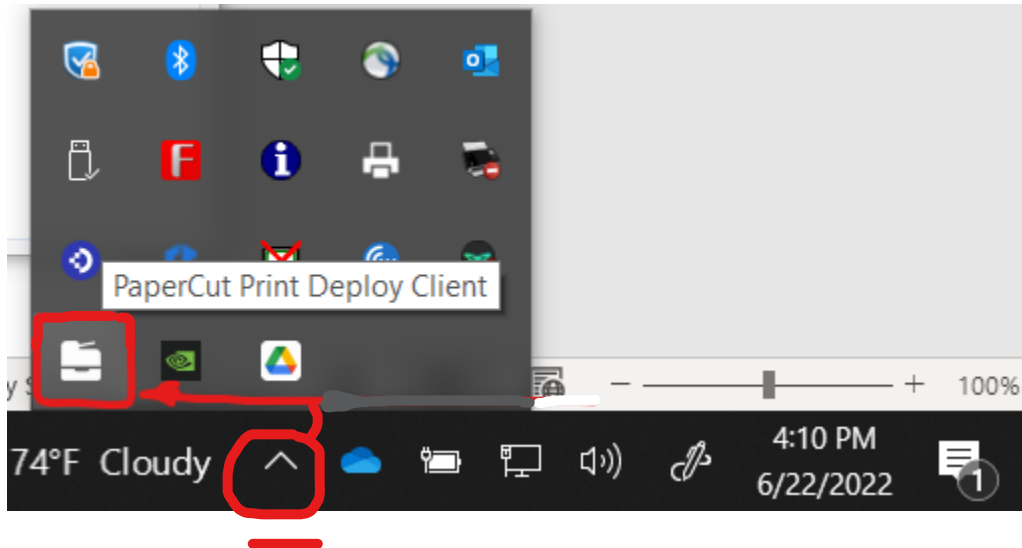
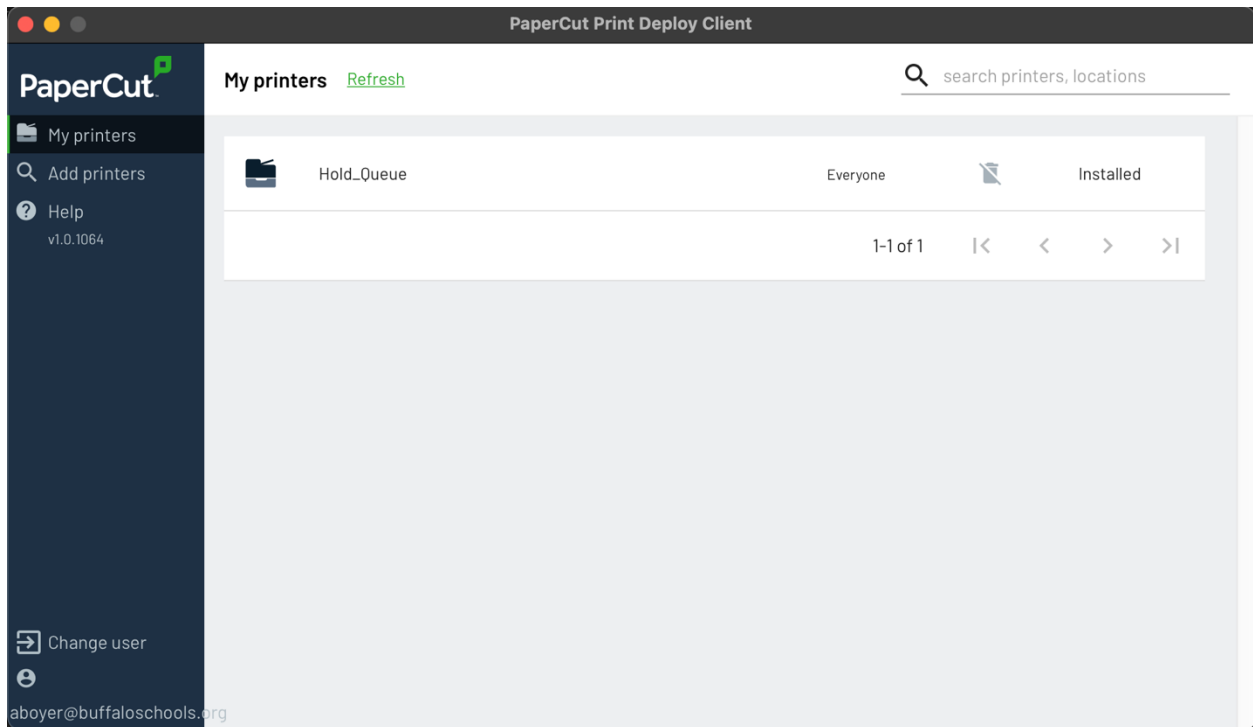


A new PaperCut application will be installed on your PC soon. You don't need to do anything other than possibly enter your username and password when it first launches. One thing to remember is to use your new User Name in the email format: [user@buffaloschools.org](mailto:user@buffaloschools.org)

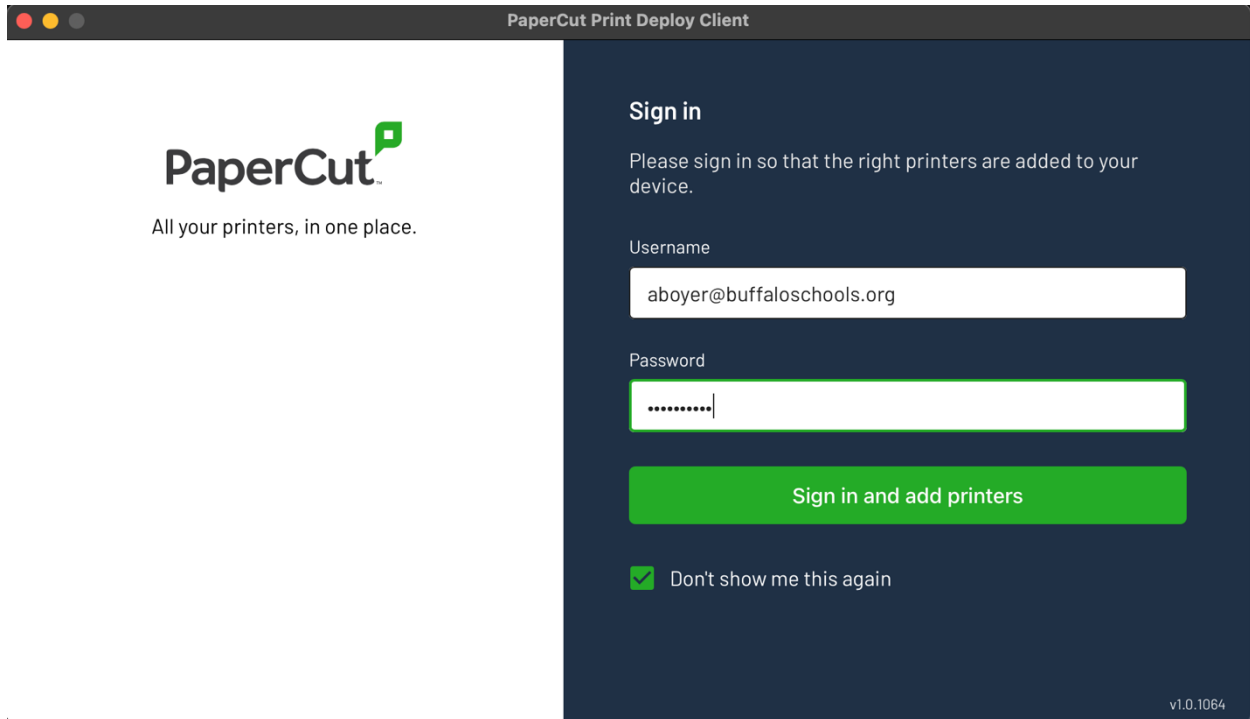
If you are using a PC you will notice a new icon in the lower right corner of your screen by the clock. It will look like this:



When you click the icon and choose "View my printers" you will see:



If you did not see an initial prompt to enter your username and password, you may see a green box next to the “Hold Queue” where it should say “Installed”. The green button will say “Login to add this printer and it will give you this screen:



Be sure to enter your username in email format.

If you are on a Mac there will be a new icon on your top ribbon . It will look like this:



All other functionality will be the same as on a PC