

Printing at SRU will now require you to sign into the printer itself once you have sent a document to the printer. There are two ways to sign into it, using your SRU username and password, or using your papercut ID. To get your papercut ID, please follow the steps below:

1. Using your web browser of choice (Chrome, Edge, FireFox, Safari) navigate to papercut.sru.edu
2. Sign in with your SRU credentials
3. You will find your pin located in the left-hand column at the bottom

How Do I Print?

If you are using an SRU device (laptop, desktop, MAC), follow the steps below:

1. Print the document as you normally would but pick one of the printers listed below depending on if you're Staff/Faculty or Student and on your printing need.

Faculty_Staff-B&W
Faculty_Staff-Color
Student-B&W
Student-Color

2. Once you select the printer and press print you should receive a prompt to choose your fund center. If you do not receive the prompt in a short amount of time (roughly a minute) you don't have to worry. You can still continue on to the next step. But if you are prompted, you have to select it at the computer.

3. Go to the printer and select your method of signing in:

Username and password (your SRU username and password)
ID Number (your papercut pin number - see above if you do not know it)

4. If you want all print jobs to process from the printer click Print All then log off when you're done. If you want to print a specific document, select Print Release, select the document, then press Print in the bottom right and log off when you're done. At this step, if you did not get the pop-up to select a fund center at your computer you will be asked for it once you select print.

If you are using a personal device, follow the steps below:

1. Using your web browser of choice (Chrome, Edge, FireFox, Safari) navigate to papercut.sru.edu and sign in using your SRU credentials.
2. Click on Web Print in the left-hand column
3. Click Submit a Job
4. Choose your printer (same as above) then select Print Options and Account Selection
5. Choose your options, account to charge, then click Upload Documents
6. You can drag and drop your document into the square or click Upload from computer then click Upload & Complete
7. Once the Status changes to a green Held in a queue, the print job is waiting for you at the printer. You will have to sign into the printer (same as above) to release the print job.