

Print with PaperCut

To Pay with a Credit or Debit Card

1. Select the **PaperCut** icon on the desktop home screen
2. Log in with your Shasta College account
3. Select **Add Credit** on the left-hand side
4. Add a minimum of \$2.00 or more to print
 - a. You must add money before proceeding
5. Log in with **PayPal** to add money to your account.
 - a. **OR** select **Pay with Debit or Credit Card**
 - b. No Refunds
6. Select **Return to Merchant**
7. Log in again with your Shasta College account
8. Select **Print** and save the document as a **PDF** to Downloads
9. Open the **downloads** folder and click on the document
10. Select **print** and **printer** choice
11. Printer Name for
 - a. COLOR: **\\fp1\205_Color**
 - i. \$0.35 per page
 - b. BLACK & WHITE: **\\fp1\749_BW**
 - i. \$0.10 per page
12. Sign in again to Shasta College smaller pop-up.
13. Close the larger window behind it, no need to log in there

PaperCut can only be used on School Computers