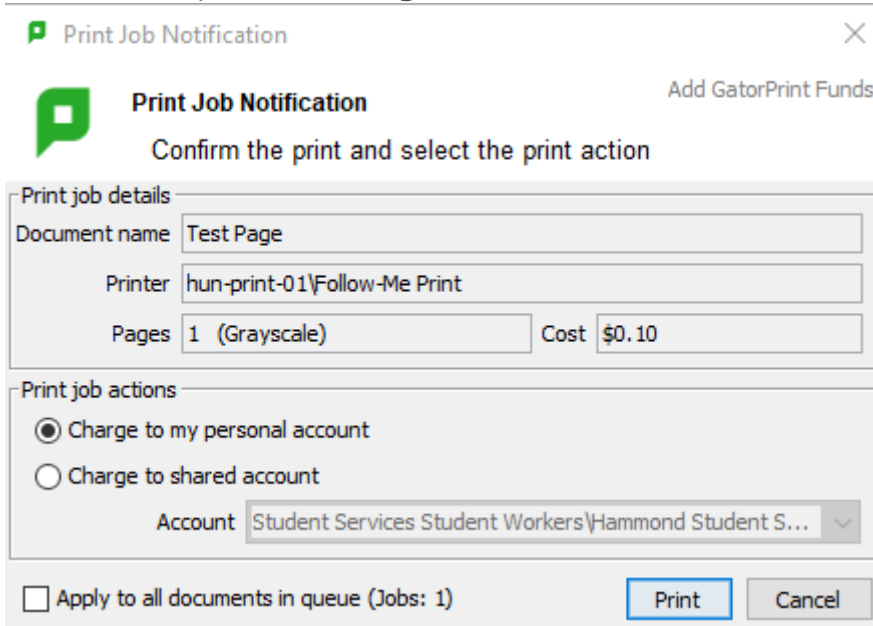


Student Worker Printing

1. When printing as a student worker, you must make sure **Papercut** is showing. You may have to click **Run** on a box that ask for Papercut to run.
2. Print like normal, but send the print job to **Follow-Me** printer.
3. Click on the option for **Charge to shared account** when the box pops up.



The image shows a 'Print Job Notification' dialog box. At the top, it says 'Print Job Notification' with a green square icon and a close button. Below this, it says 'Confirm the print and select the print action'. The dialog is divided into two sections: 'Print job details' and 'Print job actions'. In the 'Print job details' section, there are three fields: 'Document name' with the value 'Test Page', 'Printer' with the value 'hun-print-01\Follow-Me Print', and 'Pages' with the value '1 (Grayscale)'. To the right of the 'Pages' field is a 'Cost' field with the value '\$0.10'. In the 'Print job actions' section, there are two radio buttons: 'Charge to my personal account' (which is selected) and 'Charge to shared account'. Below these is an 'Account' dropdown menu showing 'Student Services Student Workers\Hammond Student S...'. At the bottom of the dialog, there is a checkbox labeled 'Apply to all documents in queue (Jobs: 1)', a 'Print' button, and a 'Cancel' button.

Print Job Notification

Print Job Notification

Confirm the print and select the print action

Print job details

Document name: Test Page

Printer: hun-print-01\Follow-Me Print

Pages: 1 (Grayscale) Cost: \$0.10

Print job actions

☒ Charge to my personal account

☐ Charge to shared account

Account: Student Services Student Workers\Hammond Student S...

☐ Apply to all documents in queue (Jobs: 1)

Print Cancel

4. Go to the copier and scan your ID card. [Check out how to associate your student account with your ID.](#)

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