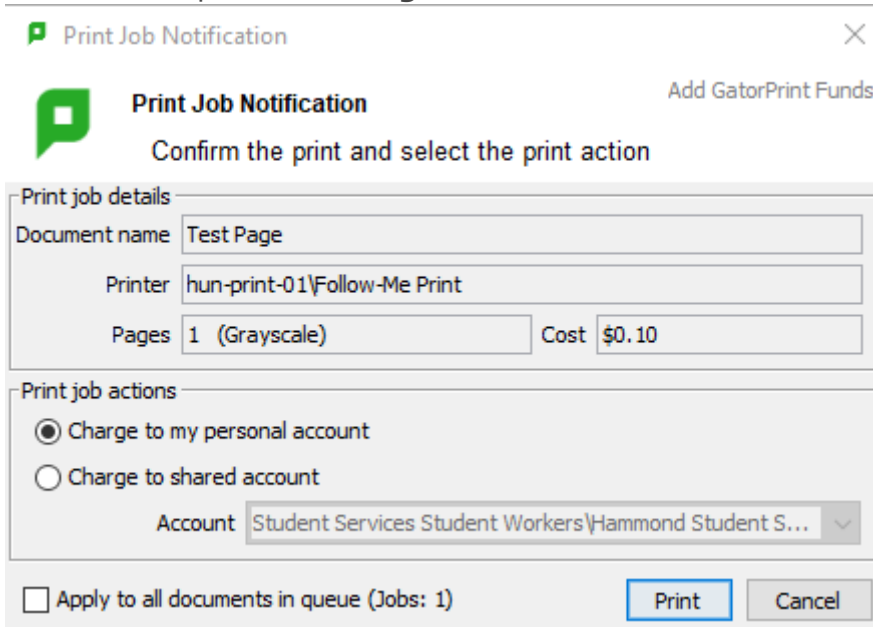


# Student Worker Printing

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'. There is a section for 'Print job details' with fields for 'Document name' (Test Page), 'Printer' (hun-print-01\Follow-Me Print), 'Pages' (1 (Grayscale)), and 'Cost' (\$0.10). Below this is a section for 'Print job actions' with two radio buttons: 'Charge to my personal account' (selected) and 'Charge to shared account'. There is also a dropdown menu for 'Account' showing 'Student Services Student Workers\Hammond Student S...'. At the bottom, there is a checkbox for 'Apply to all documents in queue (Jobs: 1)' and two buttons: 'Print' and 'Cancel'.

Print Job Notification

Add GatorPrint Funds

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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