

# 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.

Print Job Notification

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)

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

Revision #1

Created 3 October 2023 15:16:41 by Karrie White

Updated 3 October 2023 15:30:26 by Karrie White