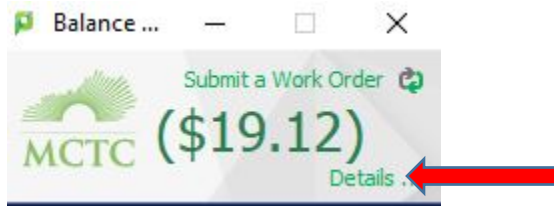
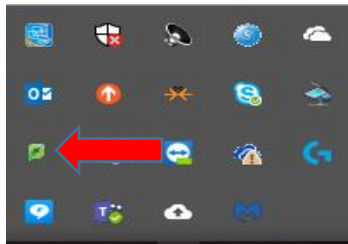


Find the PaperCut client in the top right corner of your desktop and click on details to open a webpage with your PaperCut account details.



If the client is not visible find the icon in the taskbar in the bottom right of your screen and click on it from there.



Once you have reached the webpage log in with your KCTCS credentials.

A screenshot of the login page for Maysville Community & Technical College. The page features the college's logo at the top, which includes the text "Maysville Go you! Community & Technical College". Below the logo are three input fields: "Username", "Password", and "Language" (set to "English"). A "Log in" button is located at the bottom right of the form.

Click on "show" to display your PaperCut PIN. This page will also display your balance, total print jobs and balance history. You can also use the left hand navigation to display your transaction history, recent print jobs, and jobs that are currently in the print queue waiting to be printed. You can also delete any print jobs in the queue that you no longer need to print.

A screenshot of the PaperCutMF web interface. The top of the page has a green header with the "PaperCutMF" logo. Below the header is a "Summary" section. On the left, there is a navigation menu with options: "Summary", "Shared Accounts", "Transaction History", "Recent Print Jobs", "Jobs Pending Release", "Web Print", and "Log Out". The "Summary" section contains a table with the following data:

Username	smorris0044 (Morris, Stephen C (Maysville))
Card/ID number	[show]
Balance	(\$19.12)
Total print jobs	109
Total pages	738

A red arrow points to the "[show]" link in the "Card/ID number" row. Below the table is an "Activity" section.