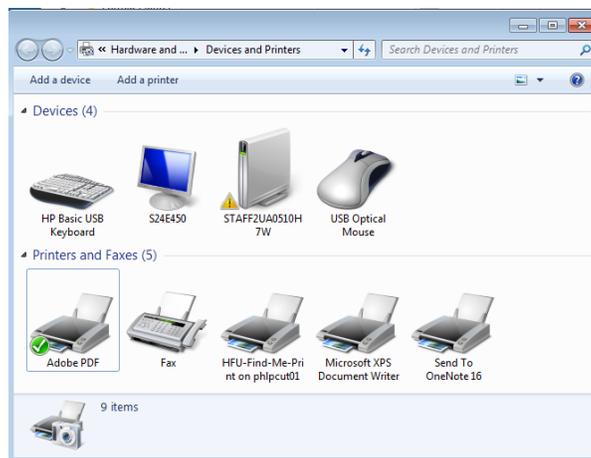# How Print to a Shared Copier/Printer with PaperCut

PaperCut is Holy Family's new print management software. With PaperCut you can securely print to any copier/printer on any campus by simply swiping your Holy Family ID Card and pressing print.

1. If you intend to use a shared copier/printer most of the time, you'll want to set it as your default printer. Click the Start Button on your desktop and choose Devices and Printers from the menu.
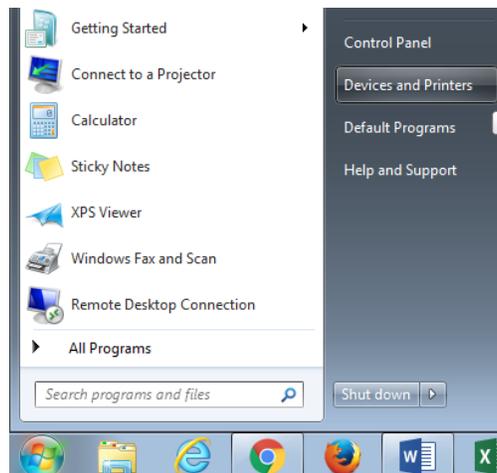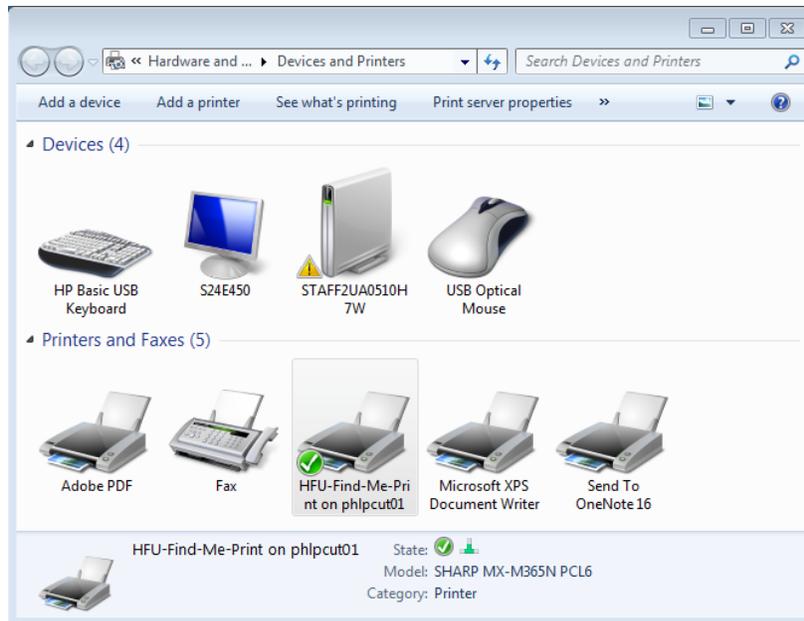

2. Find the printer named **HFU-Find-Me-Print on phlpcut01** and RIGHT click on it. If you don't see this option, call Help Desk at 267-341-3402.
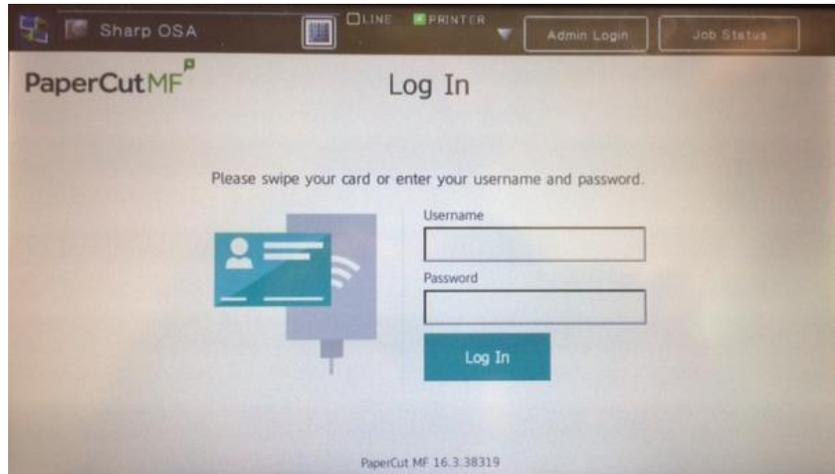
3. Choose **Set as Default Printer** from the menu.
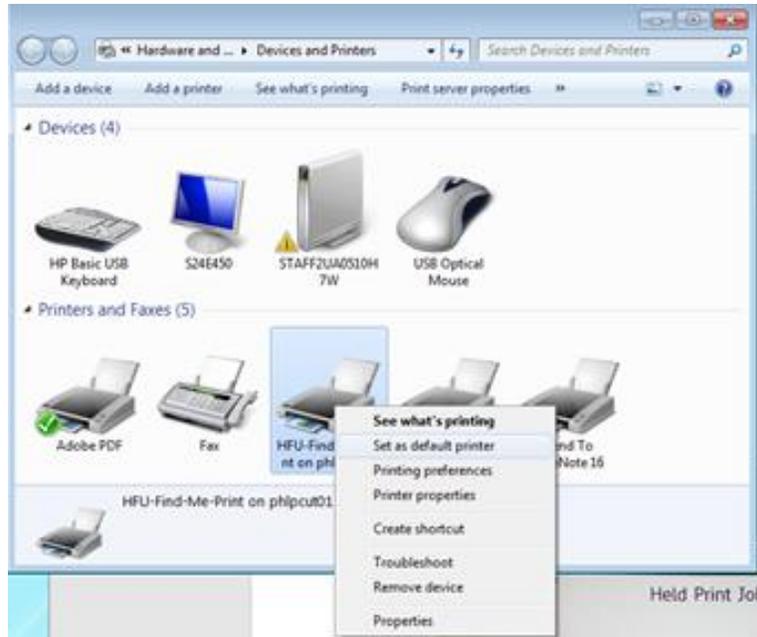
4. The **HFU-Find-Me-Print on phlpcut01** icon will have a green check mark on it. Your print jobs will now print to any shared copier/printer installed with PaperCut.

5. Walk up to any copier/printer displaying the PaperCutMF logo and Log In screen.

6. Swipe your Holy Family ID card over the Standard Digital Imaging Logo.

7. You will be taken directly to your print queue. Select the jobs you want to print, or click Print All, and your documents will print. You can print your documents from any compatible copier/printer with PaperCutMF, even a copier/printer on a different campus.
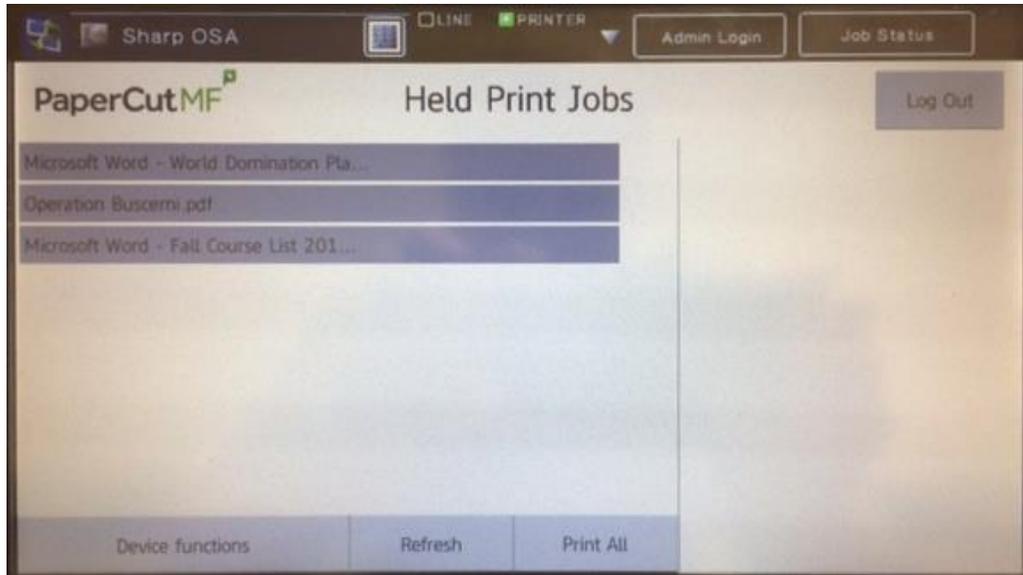
If you need additional help printing, or if you need to set up printing on an Apple computer, please contact the Help Desk at 267-341-3402