## Login to PaperCut

 Right click on the print icon in the taskbar and select 'Login As...'. (You may have to select the '^' to show this icon)

_		
	Login as	-
	Exit	-
	Customize	
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**2.** This will show the login pane as shown below, you will need to ender your **CrisID** as your username , and your **DS PASSWORD** as the password.

😵 Login	×
<b>Login</b> Your login credentials are required for printer a	Print balances
Username: Password: Remember: Until I logout	
ОК	Cancel

**3.** If this is the computer only you will be printing from, under **'Remember'** select **'Always'** from the dropdown, otherwise select **'Until I log out'** 

😌 Login			
Login Print balances   Your login credentials are required for printer access.			
Username:	mh716		
Password:	•••••		
Remember:	Always		
	Until I logout		
	Always		

4. When you next go to print a file, the printer will show as 'Criminology\_FindMe...', and you can pick up your work from any printer.

Printer
Criminology_FindMe on 131.111.3.247
Printer Properties