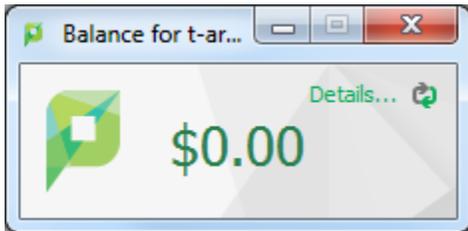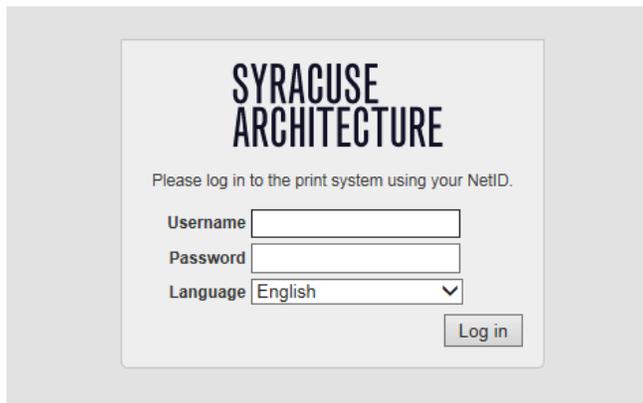# How to release your print job from a lab computer

- Send your print like normal.
- After your job finishes spooling, release your print using the PaperCut web page.
- To get to the web page, click the 'Details…' link in the PaperCut Balance box or open a web browser and go to https://arch-print.syr.edu.

- Login with your NetID credentials.
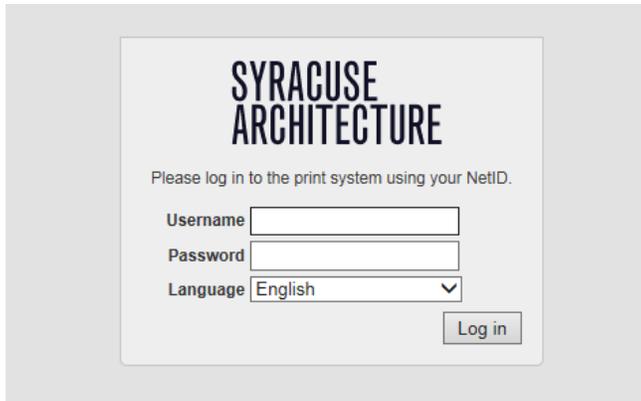

- After logging in, release your job from the Jobs Pending screen.
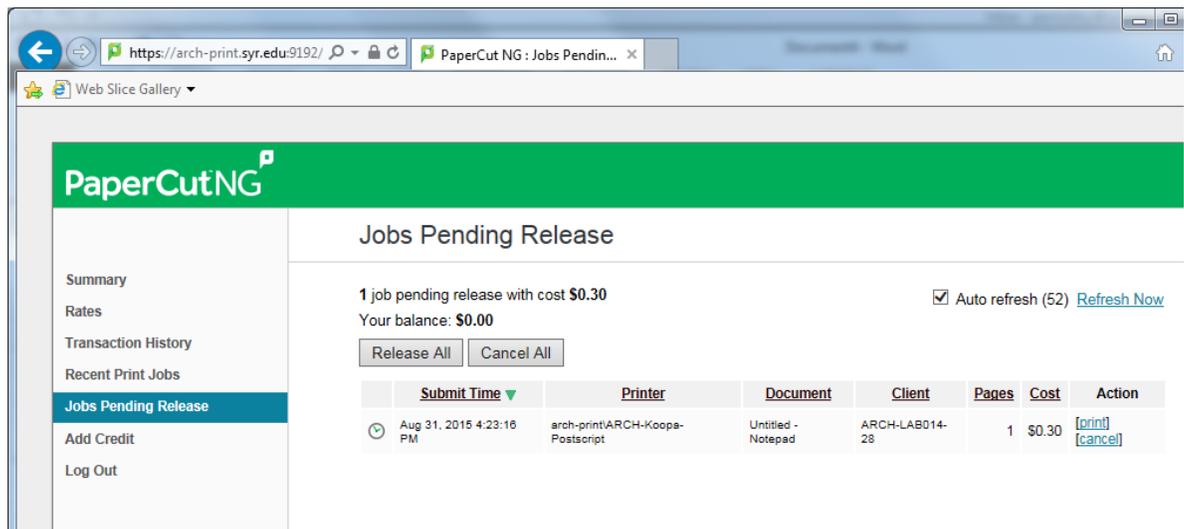
How to add funds to your printing account

- Open a browser and go to https://arch-print.syr.edu.
- Login with your NetID credentials.

SYRACUSE ARCHITECTURE

Please log in to the print system using your NetID.

Username	
Password	
Language	English

Log in

- After logging in, click 'Add Credit' on the left.
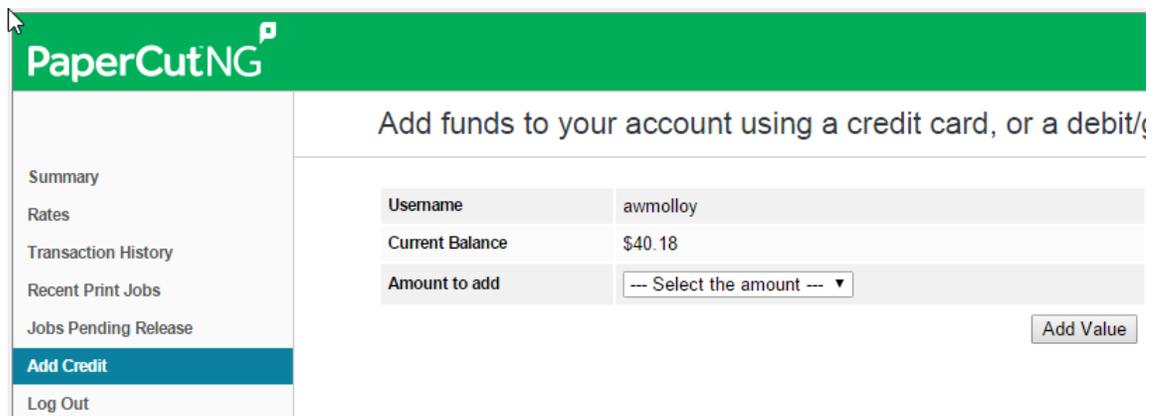
PaperCutNG

Add funds to your account using a credit card, or a debit/

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Add Credit
Log Out

Username	awmolloy
Current Balance	$40.18
Amount to add	--- Select the amount --- ▼

Add Value