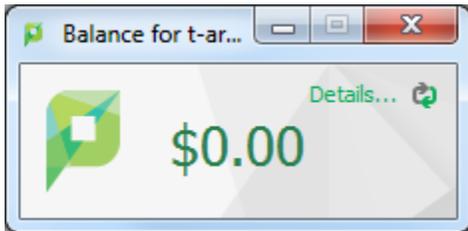
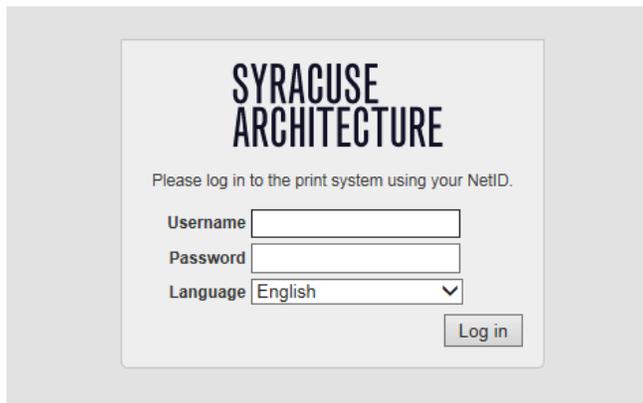


# How to release your print job from a lab computer

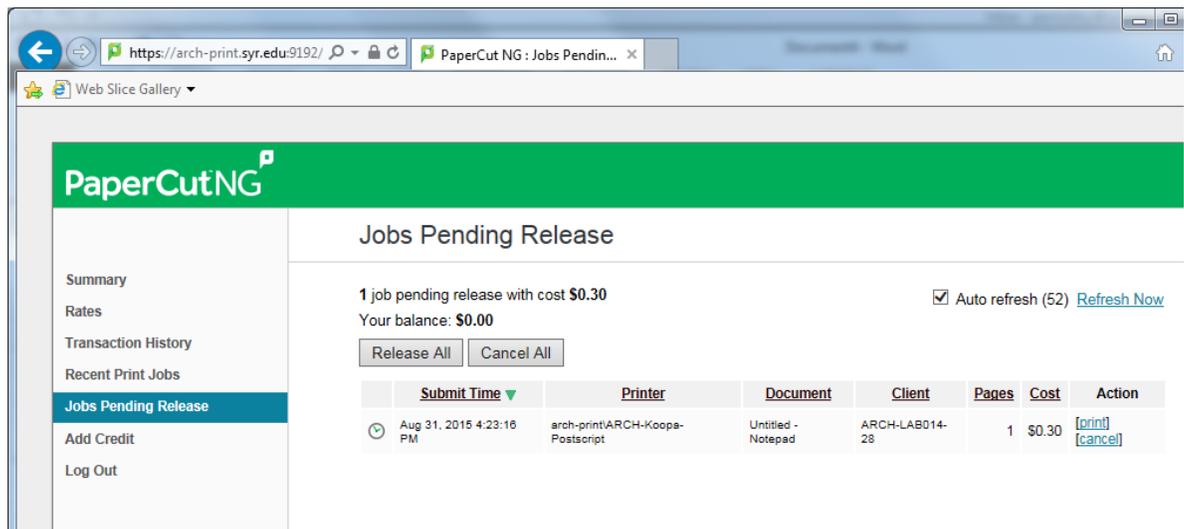
- Send your print like normal.
- After your job finishes spooling, release your print using the PaperCut web page.
- To get to the web page, click the 'Details...' link in the PaperCut Balance box or open a web browser and go to <https://arch-print.syr.edu>.



- Login with your NetID credentials.

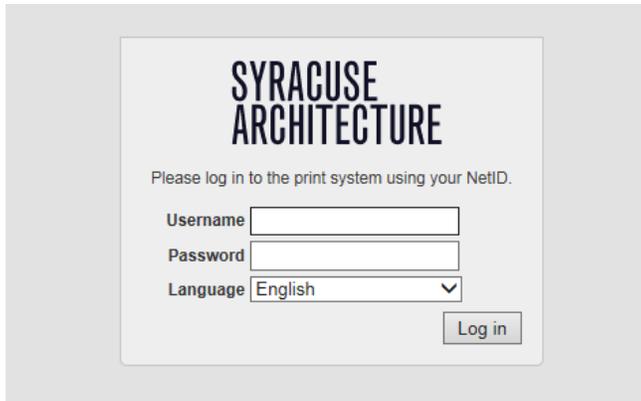


- After logging in, release your job from the Jobs Pending screen.



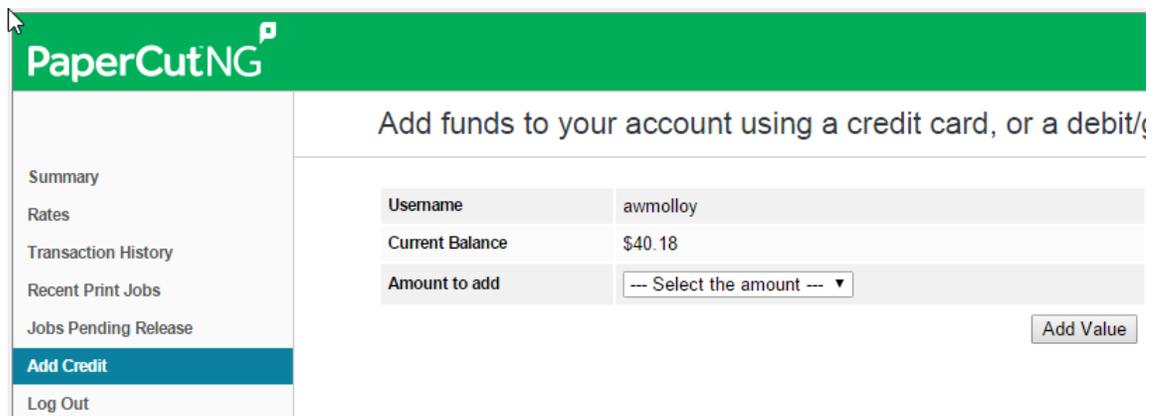
# How to add funds to your printing account

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



The image shows a login form for the Syracuse Architecture print system. At the top, it says "SYRACUSE ARCHITECTURE" in a bold, sans-serif font. Below that, it asks the user to "Please log in to the print system using your NetID." There are three input fields: "Username" (a text box), "Password" (a text box), and "Language" (a dropdown menu currently set to "English"). A "Log in" button is located at the bottom right of the form.

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



The image shows the PaperCutNG account management interface. The top header is green with the "PaperCutNG" logo. On the left, there is a navigation menu with the following items: "Summary", "Rates", "Transaction History", "Recent Print Jobs", "Jobs Pending Release", "Add Credit" (highlighted in blue), and "Log Out". The main content area has the heading "Add funds to your account using a credit card, or a debit/". Below this heading is a table with the following data:

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

An "Add Value" button is located at the bottom right of the table.