HOW TO PRINT AND COPY USING PAPERCUT
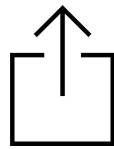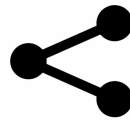
PRINT

YOU CAN PRINT FROM A PUBLIC COMPUTER OR YOUR DEVICE:

WHAT YOU WILL NEED: LIBRARY CARD, PIN NUMBER, AND TO BE CONNECTED TO ELYRIA PUBLIC LIBRARY WIFI

- If using an Apple device, print using the "Send" icon.
- If using an Android device, install the "Mobility Print" app from the Google Play Store. Print using the "Share" option from your browser.

APPLE SHARE   **ANDROID SHARE**

1. Choose the **Elyria Black and White Printer** for B&W prints, or **Elyria Color Printer** for color prints.
2. A popup from **Papercut** will ask you to enter your library card number and pin number.

PAY

1. Type in your library card number or scan your card at the Pay Station coin box.
2. Your library card's Papercut balance will be displayed. Make sure you have enough money on your account to cover your print.

Prints and Copies: B&W is 10 cents per page
Color is 50 cents per page

You can add funds to your account using paper bills or change. The coin box does not dispense change.

COLLECT

1. At the copier, scan or enter your library card number and card pin number to login to Papercut.
2. Your prints will be displayed. Tap your prints to select them and tap "Print" to print.
3. If making a copy, tap "**Device Functions**", then "**Easy Copy**".