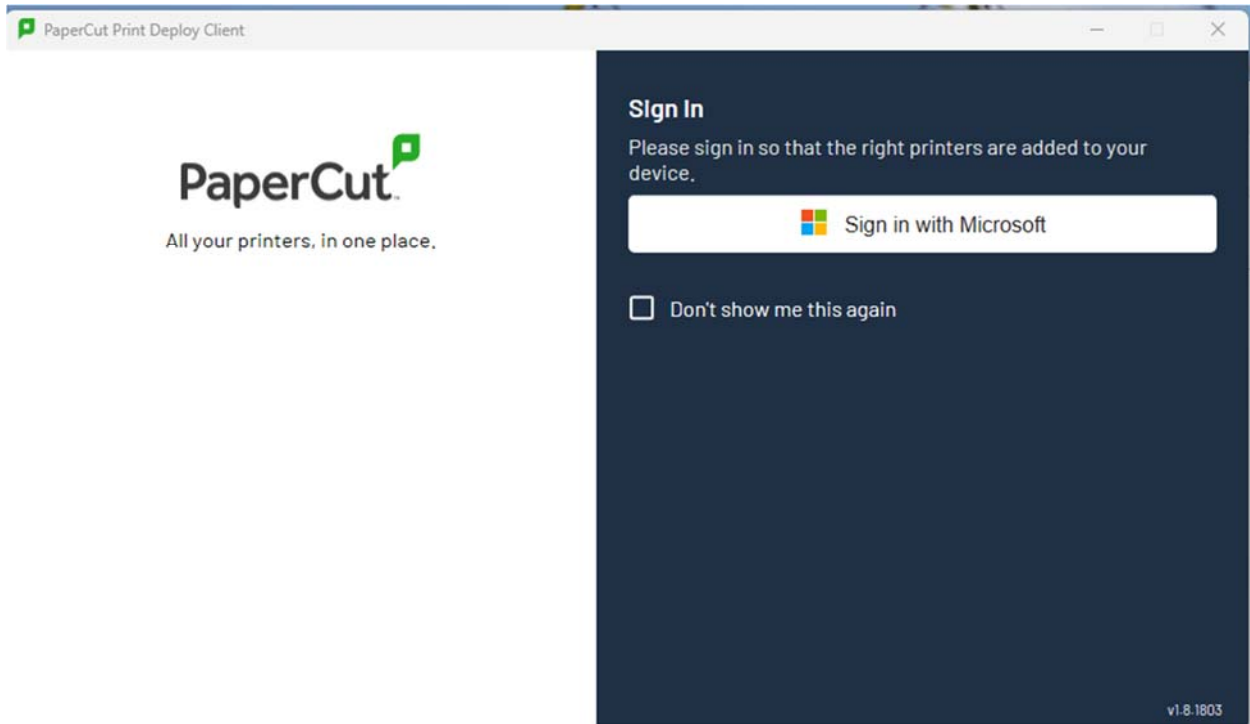
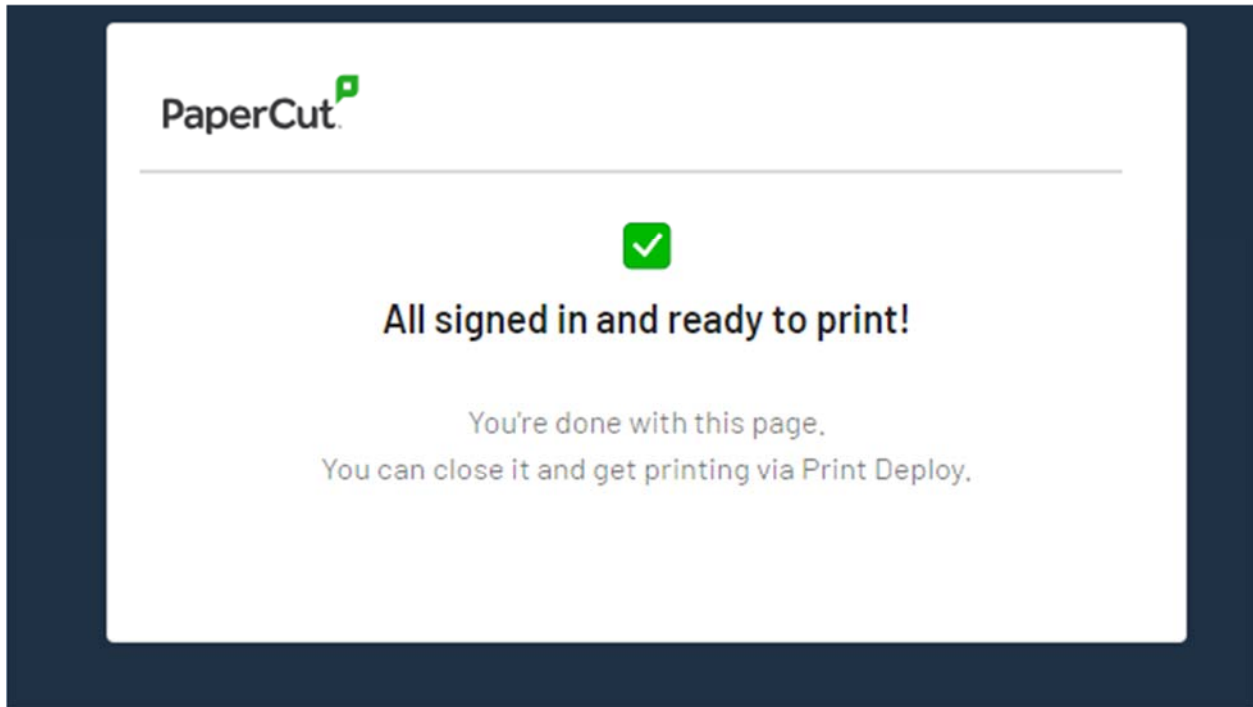


Printing with PaperCut

Once logged into the computer you will get the following screen:

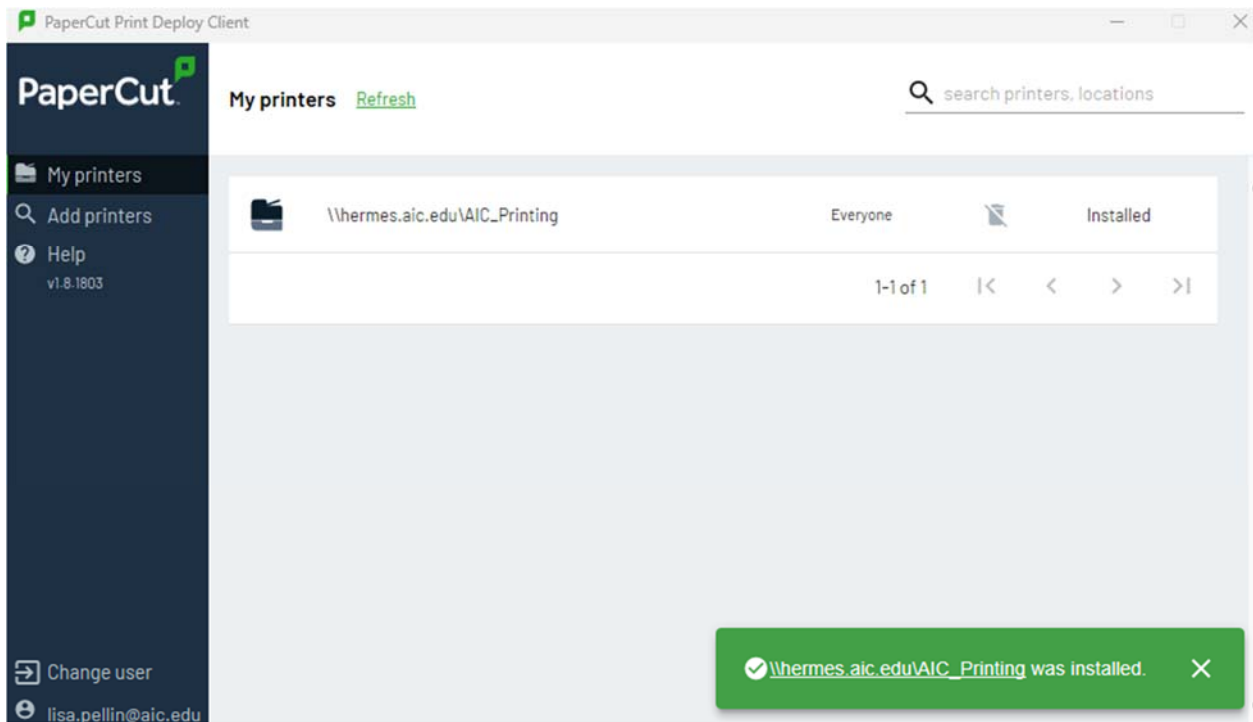


Click sign in with Microsoft, this will ensure that the printer gets installed on the machine.



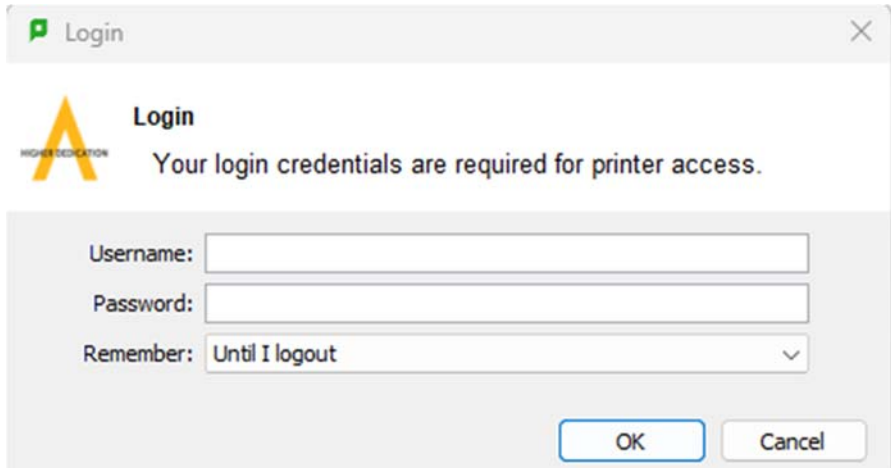
Wait until the printer says installed before printing

If you are asked if you want to install the printer, click yes



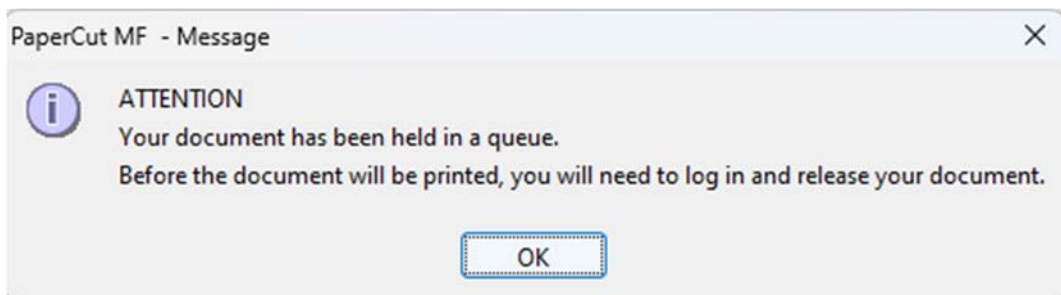
When printing your document select AIC_Printing on Hermes.aic.edu in the Print dialog box.

Log in with your AIC email address and password:

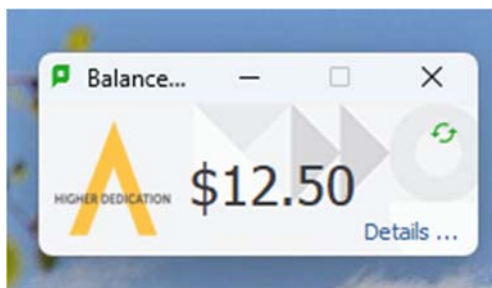


A login dialog box titled "Login" with a close button in the top right corner. It features the AIC logo (a stylized orange 'A' with "HIGHER DEDICATION" below it) and the text "Login" and "Your login credentials are required for printer access." Below this, there are three input fields: "Username:" with an empty text box, "Password:" with an empty text box, and "Remember:" with a dropdown menu currently set to "Until I logout". At the bottom right, there are two buttons: "OK" and "Cancel".

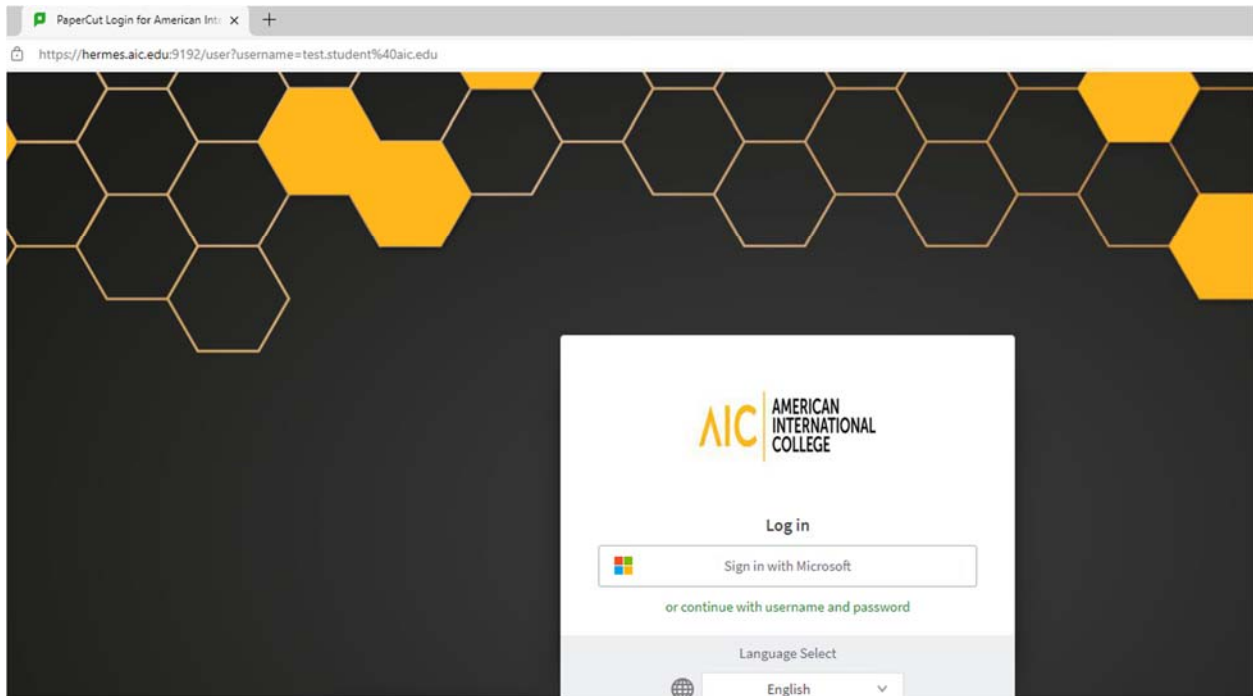
You will then get the following message:



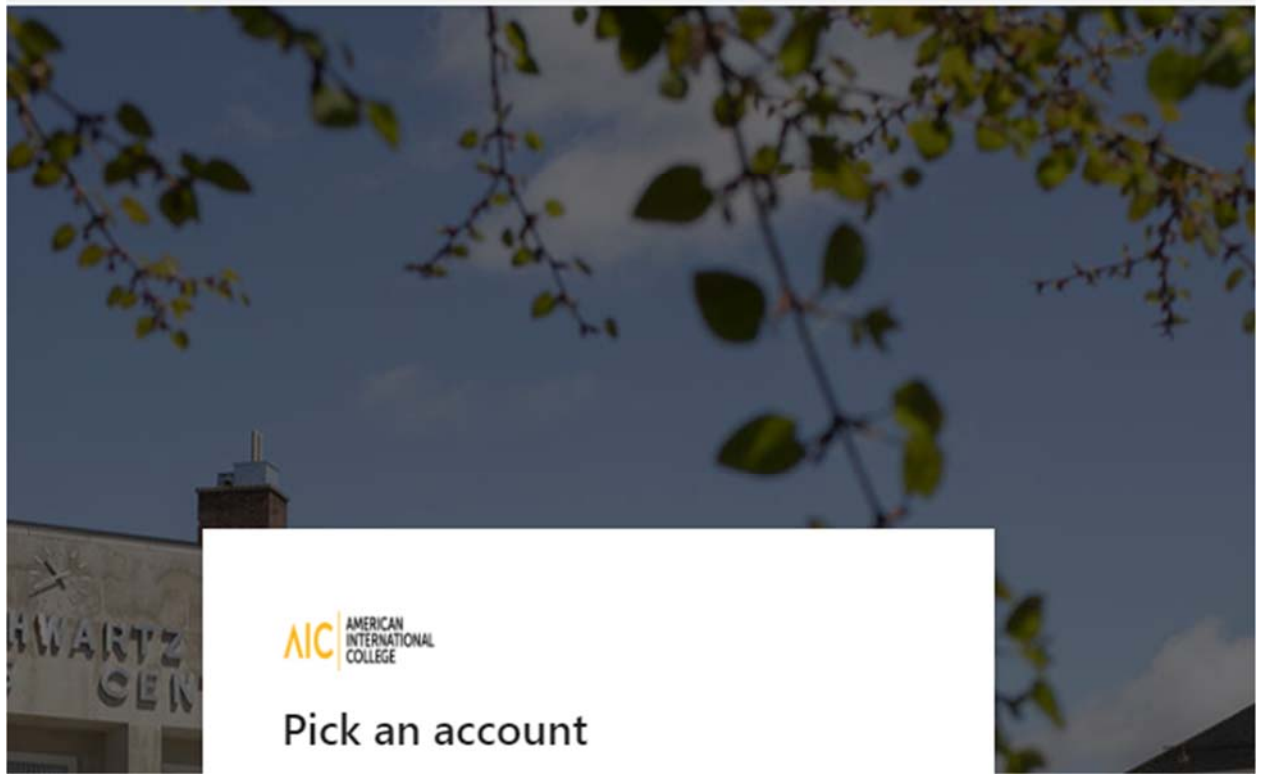
Click Details in the top right corner of your Balance window



A browser window will open. Click sign in with Microsoft:



Select your account:



Click on Jobs Pending Release:

AIC AMERICAN INTERNATIONAL COLLEGE

Summary

- Summary
- Rates
- Redeem Card
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print

BALANCE

Quota Cash

Activity

- \$13
- \$12
- \$11
- \$10

You will see the jobs pending release:

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 16, 2024 10:23:00 AM	hermes\AIC_Printing	*Untitled - Notepad	AMA204-7FKW044	1	\$0.05	[print] [cancel]
Aug 16, 2024 10:21:22 AM	hermes\AIC_Printing	*Untitled - Notepad	AMA204-7FKW044	1	\$0.05	[print] [cancel]
Aug 16, 2024 10:20:03 AM	hermes\AIC_Printing	*Untitled - Notepad	AMA204-7FKW044	1	\$0.05	[print] [cancel]

Click Print next to the job you would like to print

Click on the printer you would like to print to:

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
hermes\Lib_CRC	Library CRC Lab	OK
hermes\Lib_Lounge	Library Lounge	OK
hermes\LibLab	Library Basement	OK
hermes\Amaron_204	Amaron_204	Device is offline
hermes\Amaron_206	Amaron_206	Device is offline
hermes\LIB_Flag	Library Flag Room	In Error
hermes\LIB_LIT	Library Literacy Lab	In Error

[Back](#)

LIB_CRC is the CRC lab in the library

Lib_Lounge is the printer in the Library Lounge

Lib_Lab is the IT Lab in the basement of the Library

Amaron 204 is Amaron room 204

Amaron 206 is Amaron room 206

LIB_Flag is the printer in the Flag Room (Tutor room) in the Library

LIB_LIT is the printer in Rexcel lab

Your job will then print.