

PaperCut Printing — Student Quick Start

Submit a document, release it securely at a PaperCut printer, and pay from your University printing account.

IMPORTANT: NEW AUTHENTICATION METHOD

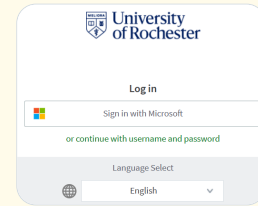
PaperCut uses Microsoft Entra ID

When you see **Sign in with Microsoft**, use your University **Entra ID** **username**:

ADusername@ur.rochester.edu

Do not use your @u.rochester.edu email address or only your short username.

Your password is the same password you use for other University systems and Microsoft 365.



Select **Sign in with Microsoft**, then authenticate with Entra ID.

1 Choose how to submit your print job

RECOMMENDED · PERSONAL COMPUTER

Install PaperCut Print Deploy

1. On a University network, open `print2.rochester.edu/user` and sign in with **Entra ID**.
2. Choose the Windows or macOS printer install and download Print Deploy.
3. Install it; **Secure-Print** is added automatically.
4. Print normally from any application to **Secure-Print**.

Do not use the PaperCut mobile app from an app store.

UNIVERSITY COMPUTER

Print directly to Secure-Print

PaperCut is already installed on University-managed lab and public computers.

1. Choose **Print** in your application.
2. Select **Secure-Print** and submit the job.

Secure-Print can be released at **any PaperCut printer**.

NO INSTALLATION

Use Web Print

1. On a University network, open `print2.rochester.edu` and sign in with **Entra ID**.
2. Select **Web Print** → **Submit a Job**.
3. Choose options, upload the document, and complete the submission.

FASTEST FOR AN ATTACHMENT

Print by email

Email the document as an attachment to:

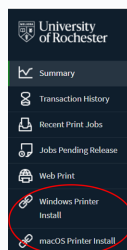
`papercutprint@ur.rochester.edu`

On first use, authenticate the verification message if one is sent.

Only attachments print; the email body does not.

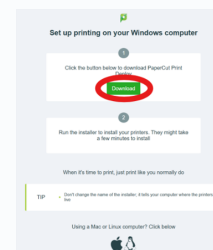
1. Choose your installer

After signing in to `print2.rochester.edu/user`, select **Windows Printer Install** or **macOS Printer Install**.



2. Download and install Print Deploy

Click **Download**, run the installer, and sign in when prompted. **Secure-Print** is then added automatically.

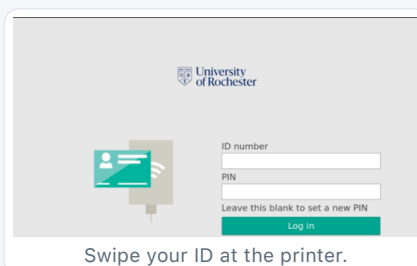


2 Release your print job

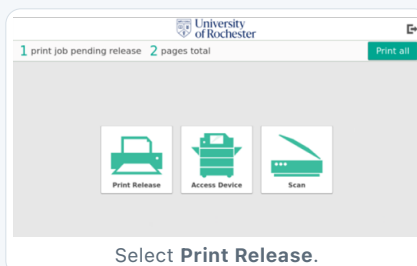
After submitting from any method above, go to a PaperCut printer.

1. **Swipe your URochester ID badge** (or another supported card/login method).
2. Select **Print Release**. If you want everything immediately, you can use **Print all**.
3. Select one or more jobs and press **Print**. You can adjust copies, duplex, and color/grayscale before printing.
4. Most students will confirm **My Personal Account**.

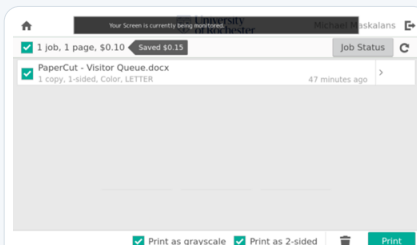
Tip: For color output, make sure grayscale is not selected.



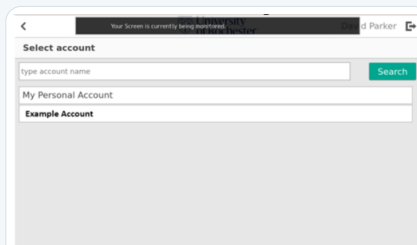
Swipe your ID at the printer.



Select **Print Release**.



Select the job(s) and press **Print**.



Students normally use **My Personal Account**.

Good to know

2-hour hold

Unreleased jobs are automatically deleted after 2 hours and are not charged.

Check before release

Preview first; after a job is released, it cannot be cancelled.

Private release

Your held jobs are visible only to you at the printer.

Advanced finishing

For stapling, hole punching, and model-specific options, see the full Printing Queues documentation.

Need help?

University IT Help Desk · (585) 275-2000 · univithelp@rochester.edu

Full instructions

tech.rochester.edu/services/printing
Scan for the current PaperCut printing guides.

