HOW TO PRINT?
Go to www. Terrapinexpress.umd.edu to Add money to your Paper Cut account
Scroll down and click on “Click here for Student/ Faculty/ Staff” under Log In to add Money securely to Terrapin Express Account.

Log in using your **Directory ID** and **password**.
Click on “Add Money To My Account”
Scroll and select the **amount you want to add**. Then click on “**Next Page**”. Follow the **payment steps**, make sure you get a **confirmation** for your payment and then **Log out**.
Open the file you want to print in the computer lab. From the file menu select print.
Select the **right printer or plotter**. Select **actual size/ fit** as per your requirements and the **correct orientation**. Uncheck “choose paper source by pdf page size”. Click on **properties** to change the paper size.
If you are using **Xerox color printers** for printing the properties window will look like below. Choose either **Letter (8.5 x 11)** or **Tabloid (11 x 17)** under Paper. You may also do a **2-sided print** using this printer. When done select **OK**.
If you are using KIP (black and white large format plotter), select the **right paper size** from the drop down menu. Also **check the orientation**. If you are printing custom size, look for “KIP Custom Form” under the drop down menu.

**Click on “Custom Size”**

**Input the size**
If you are using **HP color large format plotters**. Select the right **paper size and orientation**. For custom paper size go to custom.

Input the **size** and give a **unique name** and click on **Save**.
Before printing, **check** everything, especially the **preview window**. If everything looks good click **print**.

The print is now **queued** in paper cut. You will need to **release** it from your paper cut account to commence printing.
To log into your paper cut account, click on **details** on the **Balance window** located top right on your desktop. Launch paper-cut application if you do not find the window.

The paper-cut log in page will open in your browser. **Log in** with your **directory ID** and **password**.
Go to **Job Pending Release**. In the Job Queue select the print job you want to print and click on **print**. Check the **cost** before printing and make sure you have **enough balance** on your account to successfully print your work!

Do not forget to **LOG OUT** when done.
If you are printing on **Xerox color printers** you will need to **release your print from the Xerox printer job queue**.

Go to the DOC (printing room) and to the **swipe station** beside the printer you selected. Touch the screen of the swipe station to **activate the screen**.
**Swipe card** to log into your print account

If you **do not have your ID**, touch the screen again and enter your UID from the **touch screen number pad**. Touch enter

**OR**
You can now **release** the job from the **job queue of the printer**.
Press the **Job status** button on the Xerox Machine
Press on **"Held Pay for Print"** and press **Release**.
The printer will then start printing

Make sure you touch the **log out** (highlighted) to end your session when done