PaperCut Set Up

The first time you log into a PaperCut printer at Wharton, you must **associate your PennCard with your user account**. This is a simple process, and once done, need not be repeated unless your PennCard is replaced.
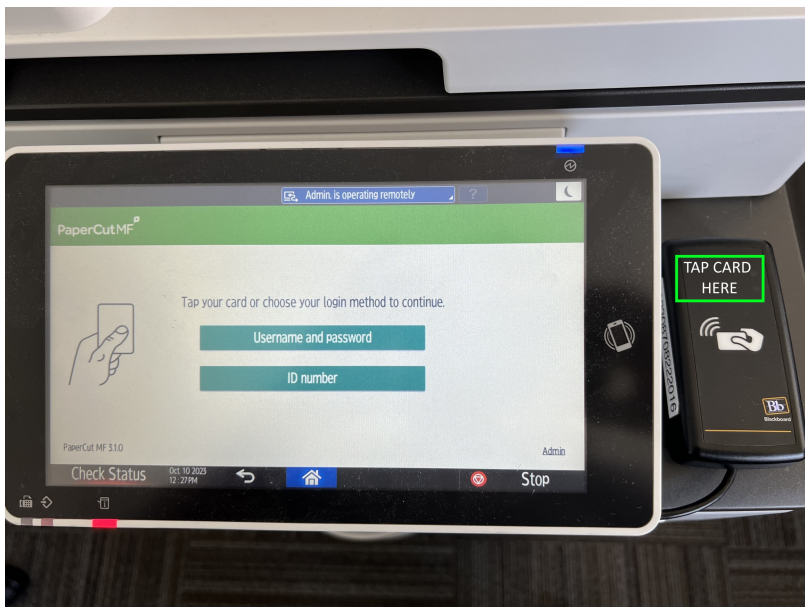
> If you replace your PennCard for any reason, you will need to re-associate that card at the printer.

1. **Go to the printer** on which you wish to print your document(s); you will see the PaperCut login:
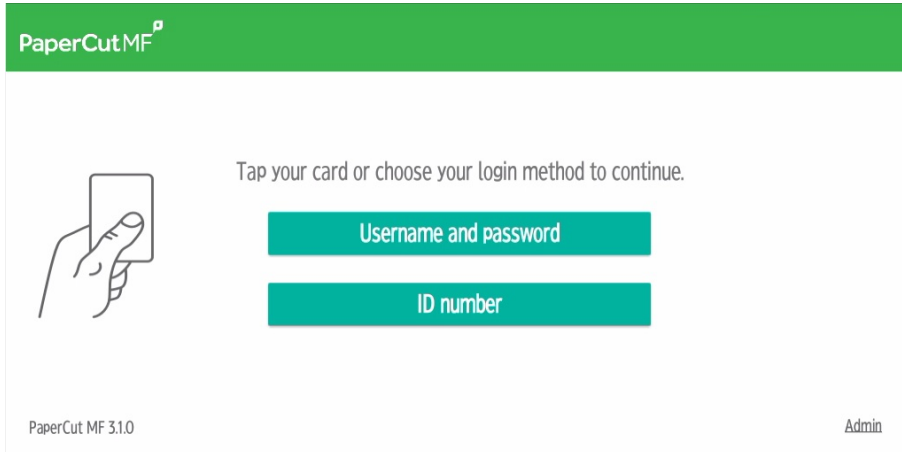
   (*If the PaperCut login is not displayed, tap* **Login** *at the top right of the panel, and it should appear.*)

2. **Tap your PennCard** on the card reader (mounted beside the display):

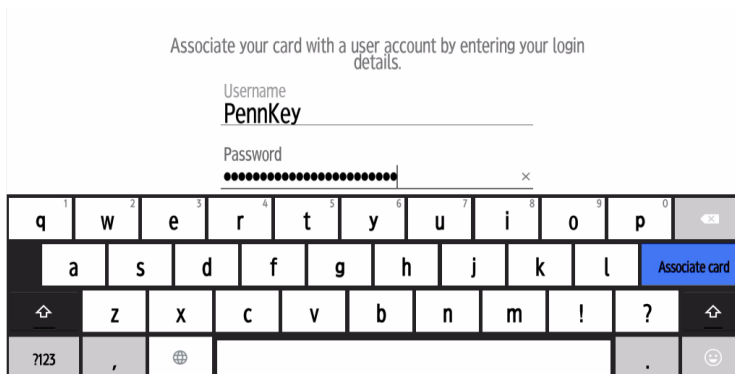3. The first time you tap **you will be asked to associate your card with your account** by logging in:

4. **Touch the screen** to bring up an on-screen keyboard, and **type in your** *PennKey* **username and Password**:

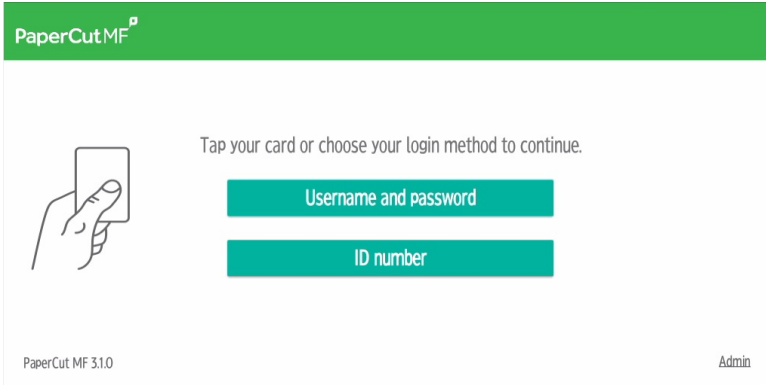5. **Click the "Associate Card" button** on the right side of the on-screen keyboard:
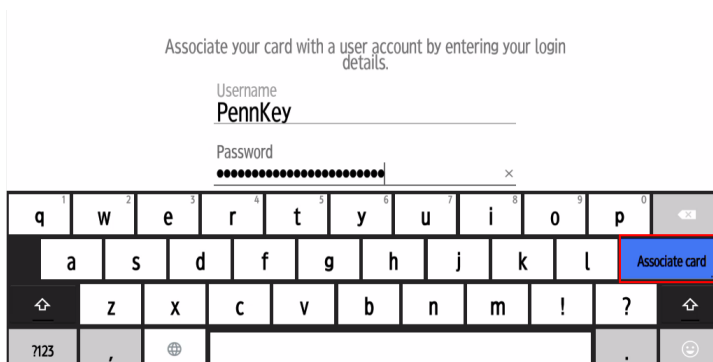
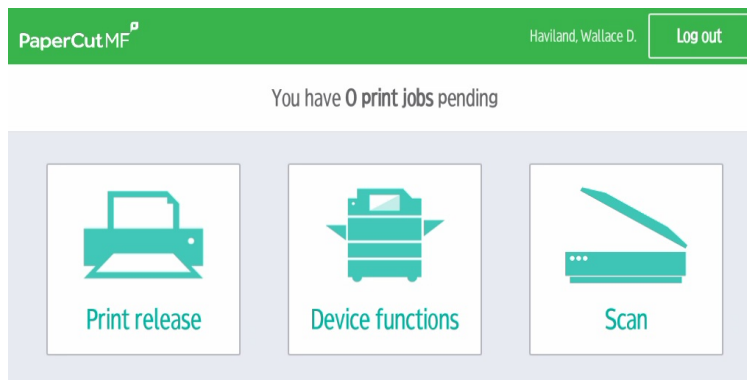6. **Your account will be authenticated,** and you will receive an acknowledgement

7. **Hit OK,** and you will be returned to the login screen:

8. **Tap your card** again, and this time, you will be automatically logged into the Papercut app.

Need help? Contact: Wharton Computing Student Support