Do you need to print at the WSU Ablah Library?

Follow these steps to successfully print from our library computers.

Step #1— Make sure that you have a Papercut account. Papercut is the website that you will use to pay for your print jobs. Papercut accounts for Students and Faculty are automatically created. Black and White pages are 10 cents/page.

- Go to papercut.wichita.edu and enter your username and password.
- If you do not already have a Papercut account click on “Not a WSU student or employee” & enter the required info to create a new account.

Step #2A— Once you are signed into your Papercut account, click on “Add credit”. This is where you can use a credit or debit card to add funds to your account from any computer.

- “Select the amount” to chose how much money to add to your account- $2, $5, or $10.
- Fill in the required credit card information and click “Continue”. Now you can print!

Step #2B— If you want to add credit ($2, $5, or $10) to your Papercut account with cash, you must purchase a voucher from the Circulation desk.

- Once you have the voucher you can log into your Papercut account and click on “Redeem Card”.
- In the card number box enter the number on the voucher that you purchased, including the dashes.
- Click “Redeem Card” below the box. Now you can print!

Step #3— If you are printing from a Community Resource Center printer or your personal device you must save each document as a pdf or picture file.

- Then in your Papercut account click on “Web Print”.
- Click “Submit a Job”
- Select the “Library Virtual Queue” Printer, then click “Print Options and Account Selection”
- Enter the number of copies you would like, then click on “Upload Documents”
- Click “Upload from Computer” and find the pdf or picture file that you saved.
  Click “Upload and Complete”. Wait for the status of the job to be “Held in a queue”

Step #4— Go to the printer that you would like to release your print job. On the computer screen next to it enter your Papercut username and password.

- Then click on “Jobs Pending Release” and “Release All” to print the files that are shown.
- Remember— you must have enough money in your account to pay for all of your pages.

Congratulations! You have successfully printed! Please ask at the Circulation Desk if you have any questions or problems. We would love to help!
Need a Papercut refund?

Papercut is operated by the ITS Help Desk, which is housed next door to One-Stop on the first floor of Jabara Hall. The Ablah Library cannot give you a refund for printing.

To request a refund, there are two options: After you log into papercut.wichita.edu, you can click on the Recent Print Jobs button to the left of the web interface. You'll see a Request Refund link to the right of each job. Click, then fill out the necessary information.

Or you can simply call 316-978-HELP, email helpdesk@wichita.edu or visit the ITS Tech Help Desk on the 1st floor of Jabara Hall to receive a credit voucher.

Once, you have received a voucher, login to PaperCut and select Redeem Card from the menu at the left. Submit the voucher number exactly as it appears on the card in the Card Number field and click on the Redeem Card button to complete the credit.

Thanks for your patience!