2021 STUDENT
CAMPUS PRINTING
INSTRUCTIONS

MANHATTAN TECH

MANHATTAN AREA TECHNICAL COLLEGE

To print at a school computer.

https://papercut.matc.net/
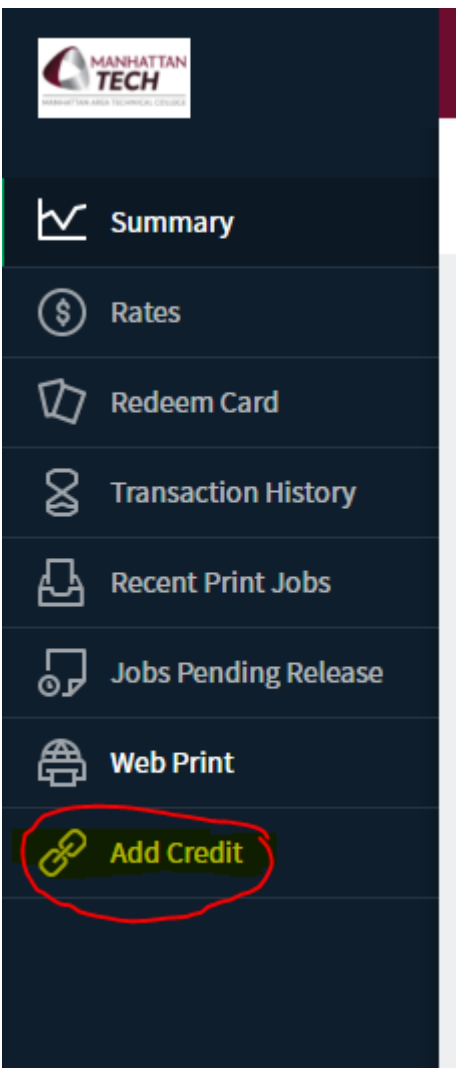
sign in using your
_____@matc.net
credentials or your ID card number

Click the add credit on the bottom of the
ribbon to the left.

This will take you to a PayPal page to put in
your information.

It will add it to your account, and you will be
able to see your balance on the main page
of papercut.matc.net.

Now you can print at either of the two student printers located in Building 412 (Business Administration Program) and the Teaching and Learning Center (TLC) *Campus Map*

On the school computers you should have the printer "XeroxFindMe" in the printer list.

Print to this printer, and then you can go to either of the student Xerox's and swipe your ID card, or log in with the same _____@matc.net or ID card credentials.

At the Xerox you will see this screen once logged in.
Then you can release your print jobs, or make copies by going to access device.