

Lila D. Bunch Library | PaperCut Email-to-Print

1. Log into your **@belmont.edu email address**. This is the email address associated with your PaperCut account by default, so this is the only one that will work for this process, unless you change your account settings.
2. You will be sending an email to one of the following email **addresses**:
 - a. libraryprint1@belmont.edu - 1st Floor B&W Printer
 - b. libraryprint2@belmont.edu - 2nd Floor B&W Printer
 - c. libraryprint3@belmont.edu - 3rd Floor B&W Printer
 - d. libraryprintcolor@belmont.edu - 1st Floor Color Printer
3. **Attach a PDF or Microsoft Office document** (Word, Excel, Powerpoint) to the email. The subject and message contents can be anything (or left blank, even).
4. Check your inbox in a few minutes, and you should receive a **confirmation email** from PaperCut.
5. Open the email, and **click on the link** it contains.
6. You will receive popup messages saying that your document has been sent to the appropriate **release station**.