

# How-To: Printing Using a Department Number

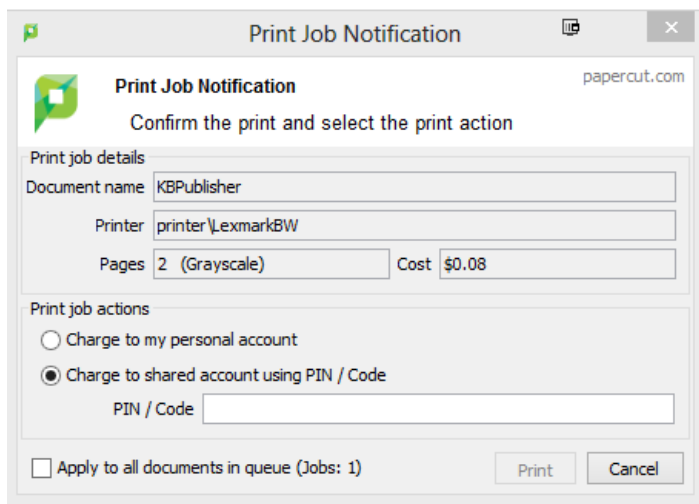
This covers printing document through Papercut with your department code.

## Here's how it's done

You will have the option to either choose to charge your personal account for personal printing or, to charge a shared account for printing done for The Sage Colleges.

Simply print like normal to one of the 4 printing queues used for Papercut as seen below:

Queue	Description/Use
ToshibaBW	Toshiba printers, printing black and white pages.
ToshibaColor	Toshiba printers, printing color pages.
HP-BW	HP printers, printing black and white pages.
HP-Color	HP printers, printing color pages.



click photo to enlarge



A popup will appear allowing you to either charge personal your account or your department account using your 3 digit department number.

## Wrapping up

After entering your 3 digit department code, that print job will be placed in the queue and charged accordingly.

## Related articles

- [How-To: Scan using a Sage Multi-Functional Printer \(MFP\)](#)
- [How-To: Find the name of a printer](#)
- [Printing at Sage](#)
- [How-To: Printing Using a Department Number](#)
- [How-To: Use your FOB for Printing](#)