Guest Copying & Printing
Dulaney-Browne Library & Leichter
Listening Library
Oklahoma City University

Most students typically spend $2 - $10 on copying and printing while at OCU Bass School of Music camps.

Copy/Print Cards are available at the Dulaney-Browne Library main desk

**Prices (cash only)**

- **$2.00** = 20-25 black & white copies/prints
- **$5.00** = 50-62 black & white copies/prints

**Dulaney-Browne Library**

**Summer Hours**

- **Sunday** 1 pm – 10 pm
- **Monday – Thursday** 7:30 am – 10 pm
- **Friday** 8 am – 5 pm

Create a PaperCut account

- go to [http://ocuprint.okcu.edu/](http://ocuprint.okcu.edu/)
- choose “Guests Register Here”
- follow on screen instructions

Add Card Value to your PaperCut account

- Log in to your PaperCut account
- Choose “Redeem Card”
- Enter the card number and click “Redeem”

Make Copies

- Type your PaperCut username and password into a copier in either library.
- Username: guest-*****
- Password: ******
- Choose Device Functions
- Make copies

Print

- Ask a Leichter Listening Library staff member to log you in to a computer.
- Find or create the item you want to print. Choose print.
- Delete the username that pops up. Enter your PaperCut username and password.
- Type your PaperCut username and password into a copier or printer in either library.
- Choose your print job and print it.

(Printing from computers in the Dulaney-Browne Library works differently. Please ask for assistance.)