1.0 Sending a Print Job directly from student workstations (Direct Printing)

Students or Guest Users click the Printer icon on the standard toolbar or select the Print Command from the File Menu or press Ctrl+P on their keyboard to select the specific printer.

Step 1

Default Printer will be in the classroom or lab.

Step 2

Click Print

User confirmation Pop-up

Step 3

Step 4

Step 5

*Guest users with a P2P account select this option and enter their print account info.

Create a New Print Account (Guest)

Step 6

[Type text]
2.0 Sending a Print Job to a holding queue for later release (PRS Printing)

Students or Guest Users click the **Printer icon** on the standard toolbar or select the **Print Command** from the File Menu or press **Ctrl+P** on their keyboard to select the specific printer.

Note: A confirmation message appears in the middle of the computer desktop displaying that the print job was sent **directly to a specific printer**, the remaining balance in the user’s account.

Kiosk printers allow for later release via a release station.
Step 4

Click Print

User confirmation Pop-up

*Guest users with a P2P account select this option and enter their print account info.

FYI

Students log in by entering EAGLE account "Username and Password."

FYI

User receives Delivery Notification Message

Note: A confirmation message appears in the middle of the computer desktop displaying that the print job was stored in a Print Release Station (Pay-Station) Queue for later release, also indicating that the Print Job will remain in a holding queue for 24 hrs.
3.0 Adding Value using cash to print accounts via the Add Value Station (Pay Station)

At the Pay Station / Print Release Station (Kiosk), screen users log in by entering their EAGLE account “Username and Password”.

Guests log in by entering their P2P-Print Account Information previously created via the PaperCut User Web.

Guest users must create a permanent print account before adding funds in the PaperCut System, funds added to any account the system will remain in the account balance for future use. See section “How to create a P2P guest account for printing”.

User’s current balance is displayed in real time.

Users may select ‘Done’ to exit this screen.
When pressing the ‘Add Value’ button, users are prompted to insert bills in the Bill Acceptor Unit located at the base of the PRS/AVS and the amount added by the unit is displayed in real time as the User’s Balance is increased.

After pressing ‘Done’ users are automatically logged out, unless there are pending print jobs to be released in their print queue in which case they are returned to the Print Job Window.

The Bill Unit lights will flash green indicating a ready status to accept funds.

FYI
4.0 Releasing a Print Job at the Pay Station / Print Release Station (Kiosk)

At the Pay Station / Print Release Station (Kiosk) screen users log in by entering their EAGLE account "Username and Password."

Step 1

Students log in by entering EAGLE account "Username and Password."

FYI

Guests log in by entering their P2P-Print Account Information previously created via the PaperCut User Web

Click Ok

Step 2

Guest users MUST send their print jobs from their workstations using their registered P2P print account the PaperCut System; consequently, when they log in at the Pay Station / Print Release Station (Kiosk) and their print job appears under said account. See section "How to send a print job to the PRS for later release"

Click Print

Step 3

Users may select ‘Done’ to exit this screen after releasing the desired print jobs. *Auto log out if no jobs remain in queue.

Click Yes to add funds
5.0 User’s Web interface in PaperCut

Once the users log in to any computer using their EAGLE account, a dialog window appears on the top right corner of their computer screen displaying their PaperCut (P2P) Balance.

This dialog shows the balance for the user logged in. Guest users log in the workstations using a temporarily guest account provided by the college with balance=$0.

The PaperCut User Web Interface may also be accessed from anywhere on the network by opening any internet browser and typing the following URL.

http://papercut:9191/app
In the event there is a certificate error in Internet Explorer, follow the steps below. Omit Step 3 and 4 if there is no certificate error.

**Step 3**
Click Continue to this website

**Step 4**
Click Yes
Step 5
Click Log in

Students log in using their EAGLE account “Username and Password.”

Guest users with a registered print account in the PaperCut System may log in to their user web interface or register a permanent print account via this web registration link.

The PaperCut Guest Registration Interface may also be accessed from anywhere on the network by opening any internet browser and typing the following URL:

http://papercut:9191/app
6.0 Account Summary Overview

When users login they are taken to the summary page.

Users can review their total print jobs and pages

Users can review their Account Balance activity

Users can review their individual Environmental Impact caused by their printing, creating awareness for better use of resources and protecting the Environment.

7.0 User’s Rates Overview

Users may search for a specific printer.

Users see rates for all available printers.
8.0 Transaction History Overview

- Select Transaction History

Users may export data into different formats: PDF, HTTP, or Excel.

- Show Filter

Date when user transaction occurred

- Start Balance before each transaction

Identifies the staff member who performed the operation

- Affected balance after each transaction

Describes the type of transaction.

9.0 Recent Print Jobs Overview

- Select Recent Print Jobs

Users may export data into different formats: PDF, HTTP, or Excel.

- Show Filter

Print job status with specific information for every print job.

- Printer where job was sent.

Print job total pages, cost and document name information

Print job was cancelled and never charged, funds are automatically refunded to
10.0 Jobs Pending Release

Users may check and release their pending print jobs in queue via their user web interface “Jobs Pending Release” page.

**Table: Jobs Pending Release**

<table>
<thead>
<tr>
<th>Date/Time the print job was submitted</th>
<th>Document Name</th>
<th>Workstation the print job was sent from</th>
<th>Number of pages</th>
<th>Workstation the print job was sent from</th>
<th>Printer/Format the print job was sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1, 2010 9:00:12 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sending a print job from the PaperCut user web interface allow users to release directly from their workstations, however they must pick up their jobs at the destination printer they select after they finish the steps to avoid other jobs from overlapping. The most secure way for releasing compromising or private information should be via the Pay Station / Print Release Station (Kiosk).

User may decide to print from here or log in to any PRS and release their print jobs. Jobs remain in queue.

FYI

Guests or community users are provided a temporarily account to use the PaperCut system and it is only good for 24.

Once the Users logs in to any college computer using their Guest Account, a dialog window appears in the top right corner of the computer screen displaying the PaperCut (P2P) Balance and a ‘Details...’ link where user may access to create this permanent print account.

Guest may also create a print account directly via the following URL: [http://papercut9191/app](http://papercut9191/app)

http://papercut:9191/app
Creating a Guest Account

This dialog shows the balance for the user logged in. In the case of guest users, the balance for the temporarily guest account provided by the college with balance=$0

Guest users with a registered print account in the PaperCut System may log in to their user web interface or register a permanent print account via this web registration link.

Step 1
Click Details...

Step 2
Click on this Link

Guest users enter required information

*Prefix LIT added
*Unique field
*No minimum

*Alphanumeric
*4 characters minimum

Register New User Account

This is a permanent print account for LIT Quest without a T number.

***By entering an E-mail address, a registration receipt is sent to you (optional) ***

LIT students please EXIT and use your T number for printing (i.e. t00000)
LIT Faculty/Staff please EXIT and use your AD username and password.

Full Name: 
E-mail Address: 
Username: LIT-
Password: 
Verify Password: 

Registered
User Interface Account creation displays a confirmation window with the User New Print Account created.

Guest user receives this confirmation via e-mail to the registered e-mail address.

Password in PaperCut is required to be four (4) characters long. User is advised to enter the correct minimum.

Username in PaperCut is unique; user is required to select another if one has been used.

Register New User Account

This is a permanent print account for LIT Guest without a T number.

By entering an E-mail address, a registration receipt is sent to you (optional).

LIT students please EXIT and use your T number for printing (i.e. t00000)
LIT Faculty/Staff please EXIT and use your AD username and password.

Full Name: John Doe
Email Address: jehndoe@yahoo.com (optional)
Username: LIT-jdoe
Your full username will be: LIT-jdoe
Password:
Verify Password:

Register

You must enter at least 4 characters for Password.

You must enter at least 4 characters for Password.

Register New User Account

This is a permanent print account for LIT Guest without a T number.

By entering an E-mail address, a registration receipt is sent to you (optional).

LIT students please EXIT and use your T number for printing (i.e. t00000)
LIT Faculty/Staff please EXIT and use your AD username and password.

Full Name: John Doe
Email Address: jehndoe@yahoo.com (optional)
Username: LIT-jdoe
Your full username will be: LIT-jdoe
Password:
Verify Password:

Register

User Interface Account creation displays a confirmation window with the User New Print Account created.

Guest user receives this confirmation via e-mail to the registered e-mail address.

Register New User Account

Thank you for registering. Your details are:
Full Name: John Doe
Username: LIT-jdoe
Password: [Hidden]
Identity Number: 095103
1D PIN: 9283

The identity number and PIN may be required to log into some devices.

Please print or take note of this information, and keep the password and PIN private.

Click "Login" to continue.

Login

Password is protected here but in the confirmation receipt, user gets via e-mail it is visible so they can always refer back if forget password.

FYI

Username in PaperCut is unique; user is required to select another if one has been used.

Password in PaperCut is required to be four (4) characters long. User is advised to enter the correct minimum.
12.0 Web Print

The Web Print function is currently unavailable at this time.

13.0 Print Station

The PaperCut Print Release Station / Pay Station is located at: CB MegaBytes, MPC 155, and TC 112.

The card reader below the keyboard is currently unavailable at this time.