

Printing with PaperCut—Essential Steps

1. Create your PIN for your PaperCut Account if you haven't used it before.
2. From a school computer, print your document to "Student MFDs"

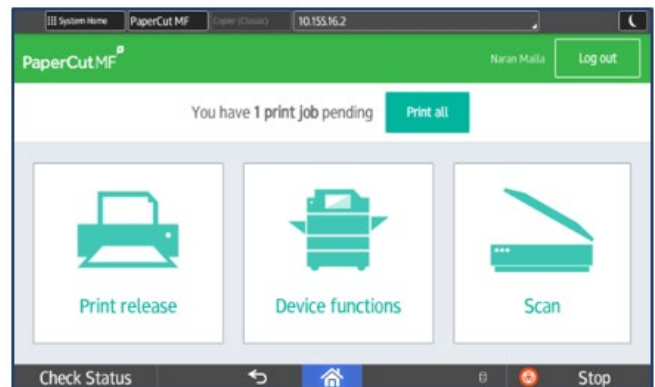
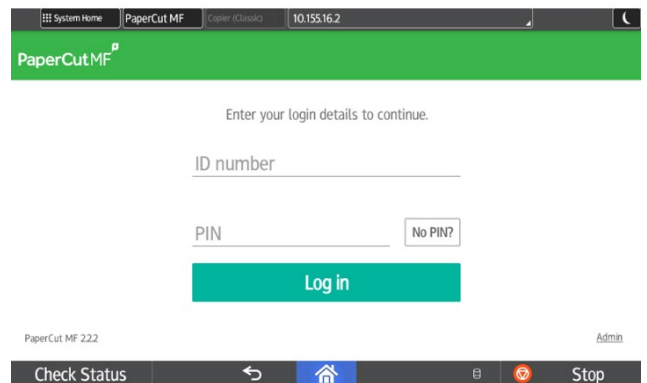
3. Go to the Library.

4. On the copier, log in using your PaperCut Account info (username: *yourstudentnumber* PIN: *thePINyoucreatedinstep1*)

5. Press the "Print All" button to release all your print jobs in the queue.

6. Collect your printing from the output trays (check all of them).

7. Press the LOGOUT button on the Copier screen (or others will have access to print or cancel any remaining documents in your print queue).



Setup your PaperCut Account

Before users can print to a cloud-print MFD (Multi-Function Device) or Copier, they must finalise setup in their PaperCut account. All district users have an account by default, but each user must define their own PIN to login on devices.

1. Go to the following URL.: <http://00papercut:9191/app> ****You must do this while connected to the school network (from any device). You cannot access this page from home.**
2. Login with your network ID (Staff or Student Number) and network password.
3. Click on Change details link.
4. On the new screen, you will create your PIN.

Choose something easy for you to remember but difficult for someone else to figure out. Do not select something obvious like 1234 or the first 4 digits of your Student Number.

New PIN: Enter your desired 4 Digit PIN. (For example 2332)

Verify new PIN: Re-Enter the desired PIN

Change PIN: Click on the Change PIN button

5. Once you click Change PIN, you should receive a message, “your PIN has been successfully updated”.
6. Logout by clicking on your ID in the upper right corner and choosing Logout