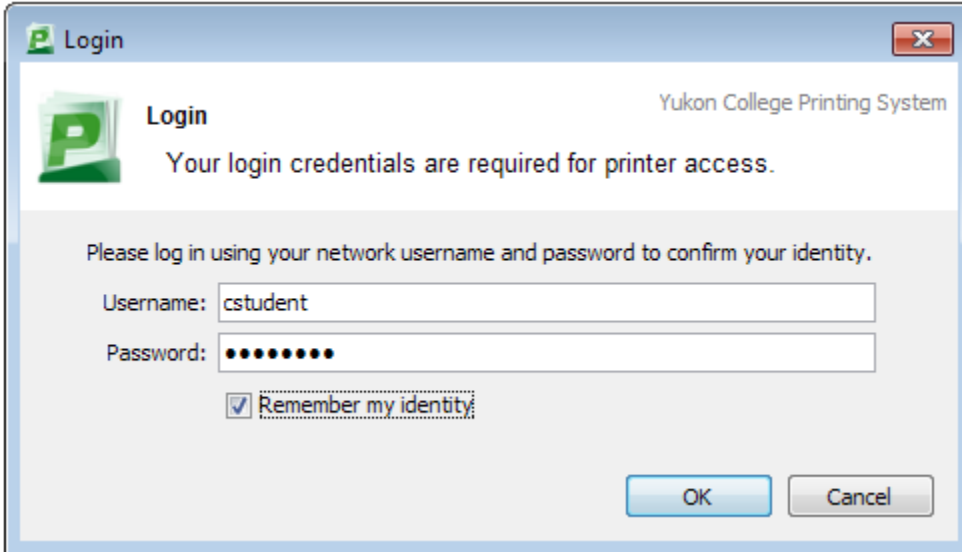


Yukon College Printing System

Yukon College students are allocated \$40.00 worth of printing each term. A program called PaperCut is used to maintain student printing.

When you log onto a lab computer for the first time you'll be prompted to log into PaperCut to establish your account. Enter your **computer account username and password**.

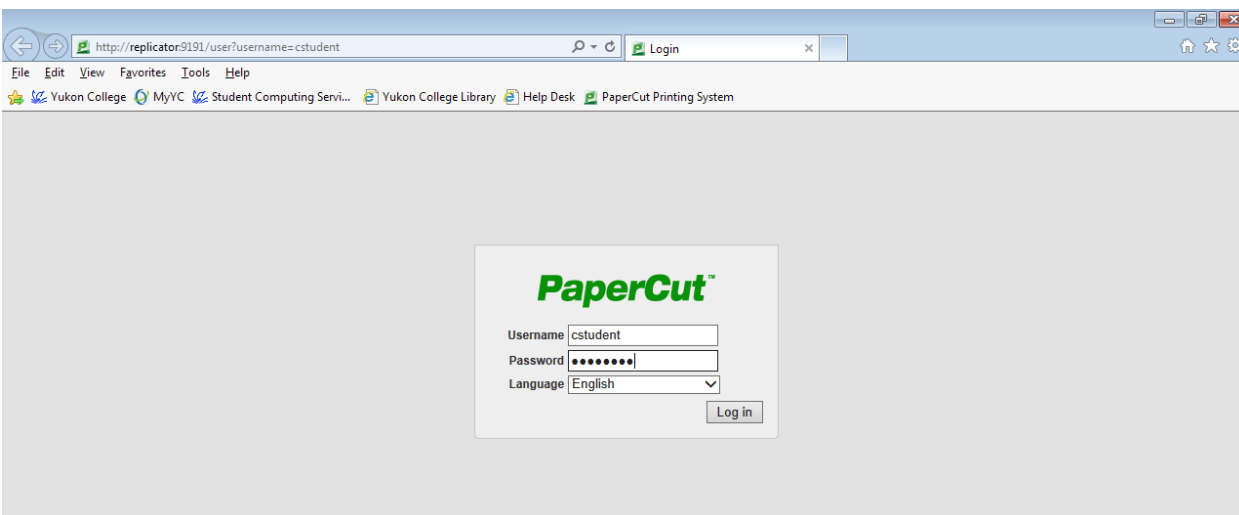


The screenshot shows a Windows-style dialog box titled "Login" for the "Yukon College Printing System". It features a green "P" logo. The text inside reads: "Login Your login credentials are required for printer access." Below this, it says "Please log in using your network username and password to confirm your identity." There are two input fields: "Username:" with the text "cstudent" and "Password:" with ten black dots. A checkbox labeled "Remember my identity:" is checked. At the bottom right are "OK" and "Cancel" buttons.

This window will show each time you log in, displaying your current balance. Clicking the **Details** link on this window will bring up a website that will let you see more detailed information about your PaperCut account.

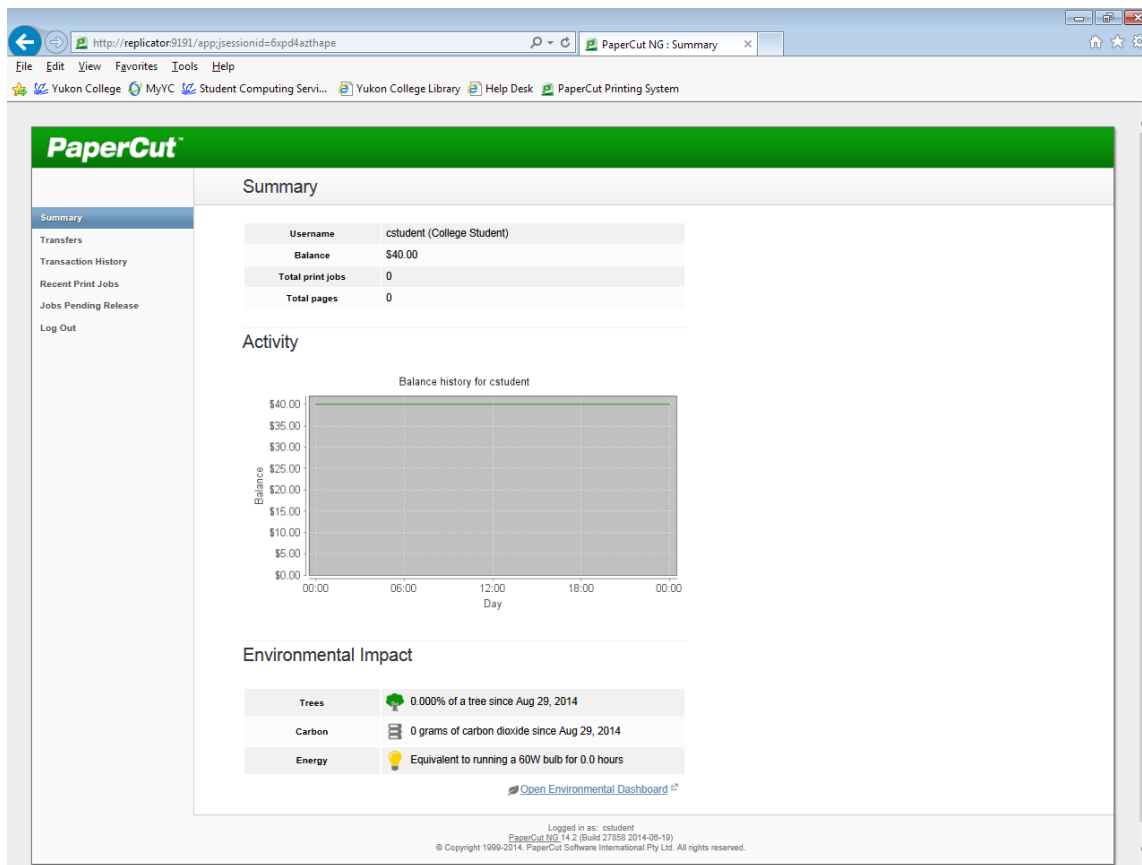


Log in using your PaperCut (computer lab) login credentials.



The screenshot shows a web browser window with the address bar containing "http://replicator9191/user?username=cstudent". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the "PaperCut" logo in green. Below the logo is a login form with three fields: "Username" with "cstudent", "Password" with ten black dots, and "Language" with a dropdown menu set to "English". A "Log in" button is located at the bottom right of the form.

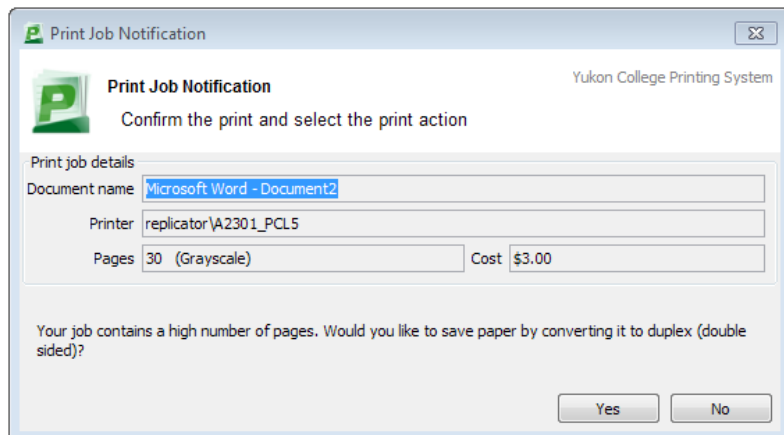
The **Summary** screen acts as a dashboard, displaying basic information about your account.



Printing Costs

Black and white printing on computer lab printers costs \$0.10 per page, with a discount of 50% for duplex printing. For example, a 5-page document printed single-sided will use \$0.50 of your printing allocation. A 5-page document printed double-sided will use \$0.25 of your printing allocation.

Large print jobs (more than 20 pages) that are selected to print single-sided will prompt you to save printing costs by printing double-sided. Select **Yes** and PaperCut will automatically double-side your print job. In this case the 30-page print job would have cost \$3.00 but because we selected **Yes** a 50% discount was applied.



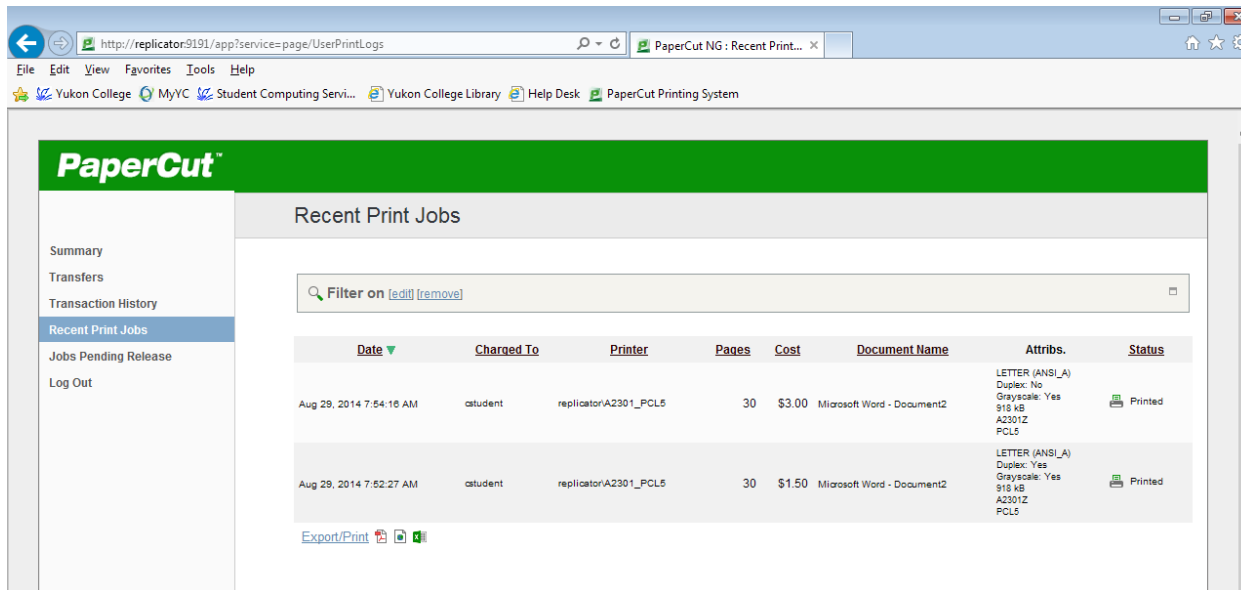
A 30-page print job printed double-sided only costs \$1.50



If you had clicked **No** the job would have printed single-sided and cost the full \$3.00

The PaperCut Web Interface

In addition to offering at-a-glance information about your PaperCut balance and activity, PaperCut tracks **Transaction History** and **Recent Print Jobs**, as well.



The screenshot shows the PaperCut web interface with the 'Recent Print Jobs' page. The page has a green header with the PaperCut logo and a sidebar on the left with navigation links: Summary, Transfers, Transaction History, Recent Print Jobs (selected), Jobs Pending Release, and Log Out. The main content area is titled 'Recent Print Jobs' and features a search filter box. Below the filter is a table with the following data:

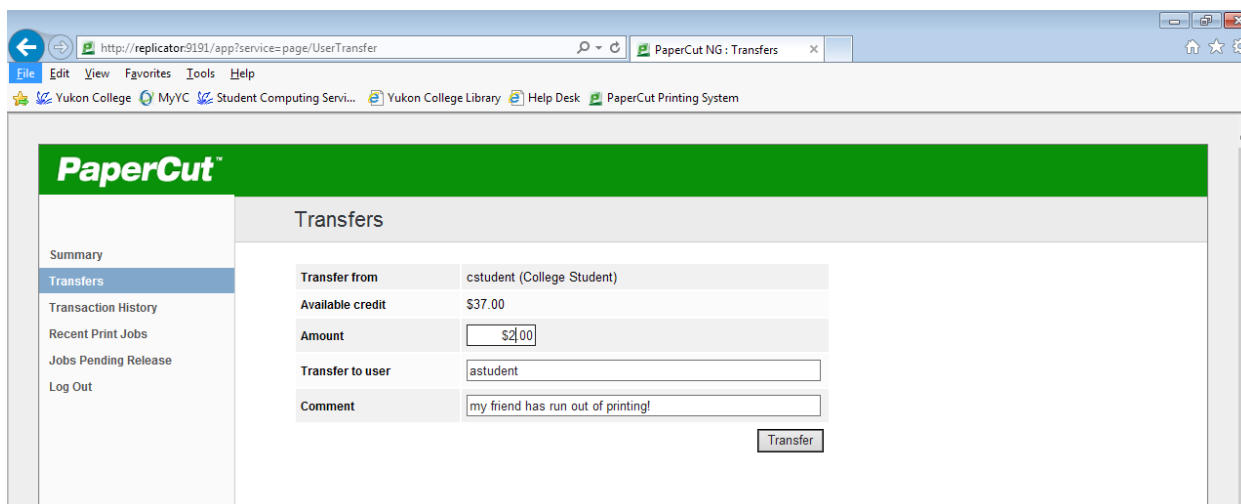
Date	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Aug 29, 2014 7:54:16 AM	cstudent	replicator/A2301_PCL5	30	\$3.00	Microsoft Word - Document2	LETTER (ANSI_A) Duplex: No Grayscale: Yes 918 kB A2301Z PCL5	Printed
Aug 29, 2014 7:52:27 AM	cstudent	replicator/A2301_PCL5	30	\$1.50	Microsoft Word - Document2	LETTER (ANSI_A) Duplex: Yes Grayscale: Yes 918 kB A2301Z PCL5	Printed

At the bottom of the table, there are links for 'Export/Print' and a printer icon.

Transferring Amounts Between PaperCut Users

PaperCut allows transfers to occur between two users. For example, the user **cstudent** could transfer an amount of \$2.00 to the user **astudent** in the event that **astudent** has run out of printing and **cstudent** still has enough to get them through the term with printing to spare.

On the **Transfers** screen, **cstudent** will enter the **amount** and enter the **PaperCut username** of the user to which the amount will be transferred. A **comment** may also be entered.



The screenshot shows the PaperCut web interface with the 'Transfers' page. The page has a green header with the PaperCut logo and a sidebar on the left with navigation links: Summary, Transfers (selected), Transaction History, Recent Print Jobs, Jobs Pending Release, and Log Out. The main content area is titled 'Transfers' and displays a form with the following fields:

Transfer from	cstudent (College Student)
Available credit	\$37.00
Amount	<input type="text" value="\$2.00"/>
Transfer to user	<input type="text" value="astudent"/>
Comment	<input type="text" value="my friend has run out of printing!"/>

A 'Transfer' button is located at the bottom right of the form.

Adding Funds

If you run out of PaperCut funds before the term is over, you may purchase a top-up from the Bookstore. After you've paid at the Bookstore go to IT Services in room C1320 and show the staff there your receipt so they can add the funds to your PaperCut account.

Please contact IT Services if you have any questions. Phone: 456-8610 Web: <http://help.yukoncollege.yk.ca>