

## Yukon University Printing System

Yukon University 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**.

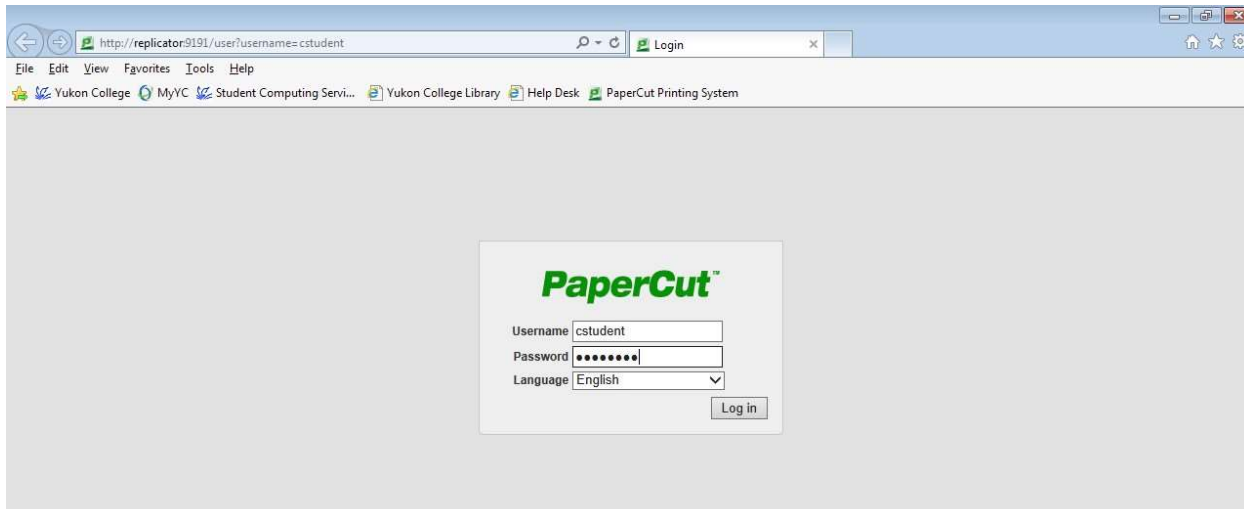


The screenshot shows a Windows-style dialog box titled "Login" for the "Yukon College Printing System". It features a green "P" logo and the text "Your login credentials are required for printer access." Below this, it instructs the user to "Please log in using your network username and password to confirm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

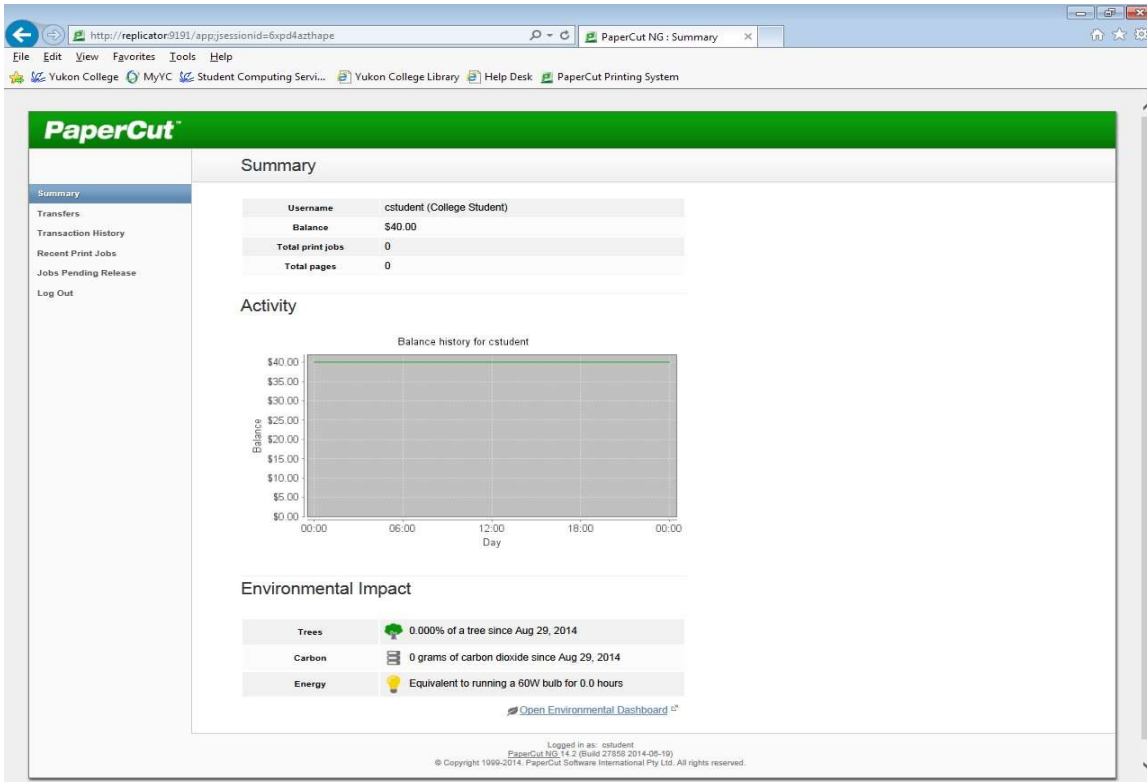


Log in using your PaperCut (computer lab) login credentials.



The screenshot shows a web browser window with the address bar containing "http://replicator9191/user?username=cstudent". The page title is "Login". The browser's address bar shows several bookmarks: "Yukon College", "MyYC", "Student Computing Servi...", "Yukon College Library", "Help Desk", and "PaperCut Printing System". The main content area features the "PaperCut" logo and a login form with fields for "Username" (cstudent), "Password" (masked), and "Language" (English). A "Log in" button is located at the bottom right of the form.

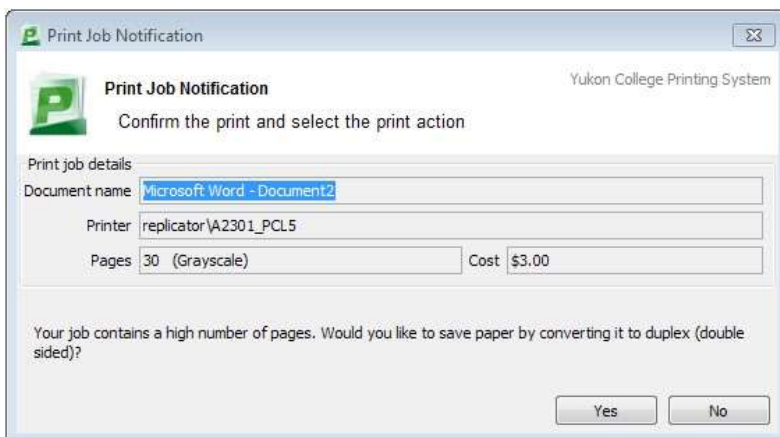
The **Summary** screen acts as a dashboard, displaying basic information about your account.



## 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.



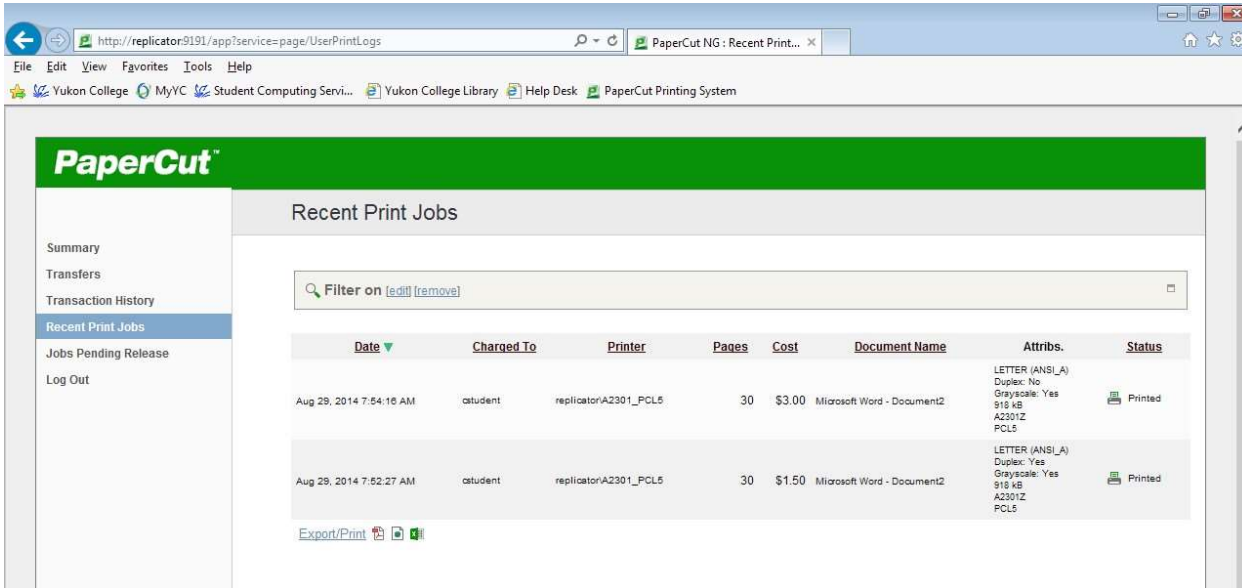
A 30-page print job printed double-sided only costs \$1.50.



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.



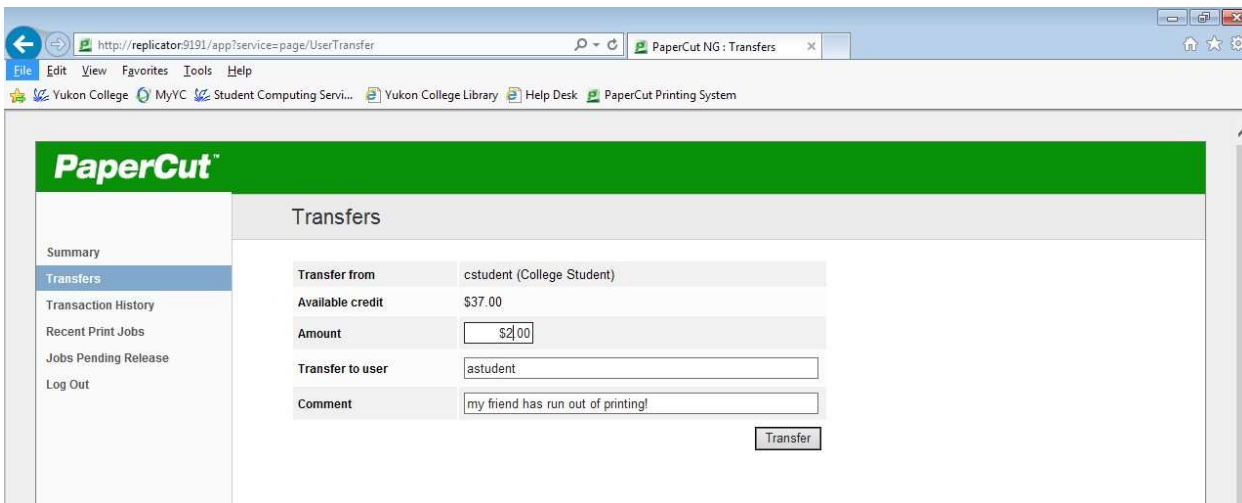
The screenshot shows the PaperCut web interface. The main content area is titled "Recent Print Jobs". There is a search filter box at the top. Below it is a table with the following data:

Date	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Aug 28, 2014 7:54:16 AM	astudent	replicatorA2301_PCL5	30	\$3.00	Microsoft Word - Document2	LETTER (ANSI_A) Duplex: No Grayscale: Yes 916 kB A2301Z PCL5	Printed
Aug 28, 2014 7:52:27 AM	astudent	replicatorA2301_PCL5	30	\$1.50	Microsoft Word - Document2	LETTER (ANSI_A) Duplex: Yes Grayscale: Yes 916 kB A2301Z PCL5	Printed

## 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. The main content area is titled "Transfers". The form contains the following information:

- Transfer from: cstudent (College Student)
- Available credit: \$37.00
- Amount: \$2.00
- Transfer to user: astudent
- Comment: my friend has run out of printing!

## 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 at the Innovation Commons 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. Web: <http://help.yukonu.ca> Phone: 456-8610