

## Yukon University Printing System

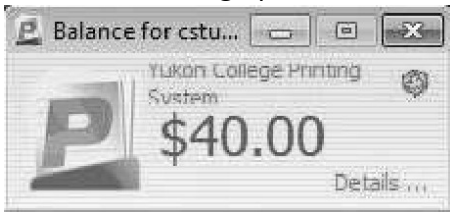
Yukon University students are allocated \$40.00 worth of printing each term. A program called PaperCut is used to maintain student printing.

When you log onto an Ayamdigut campus 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.



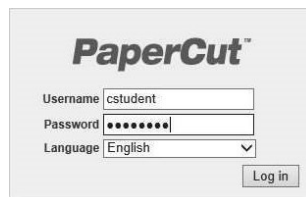
The screenshot shows a Windows-style dialog box titled "Login" for the "Yukon College Printing System". It features a large "P" logo and the text "Your login credentials are required for printer access." Below this, it instructs the user to "Please log in using your network username and password to confirm your identity." There are two input fields: "Username:" containing "cstudent" and "Password:" containing seven dots. 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.



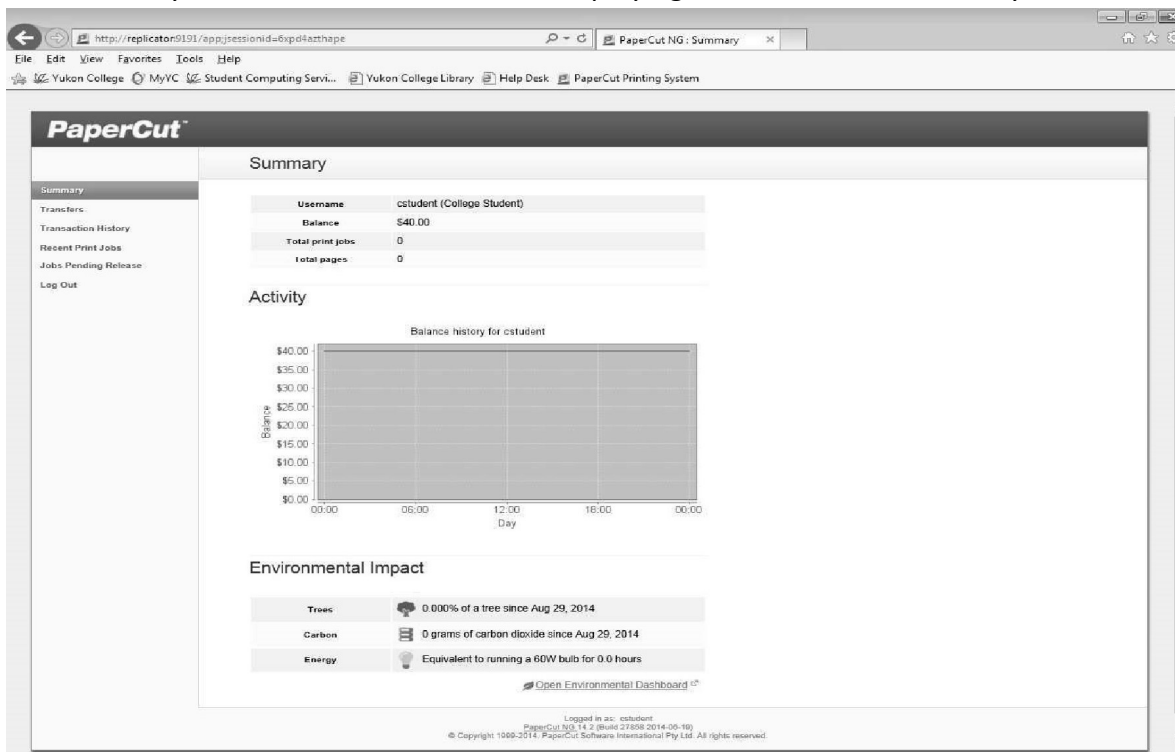
The screenshot shows a window titled "Balance for cstu..." for the "Yukon College Printing System". It displays a large "P" logo and a balance of "\$40.00". A "Details..." link is visible in the bottom right corner.

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



The screenshot shows the PaperCut login interface. It features the "PaperCut" logo at the top. Below the logo are three input fields: "Username" with "cstudent", "Password" with seven dots, and "Language" with a dropdown menu set to "English". A "Log in" button is located at the bottom right.

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.

## 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.

**Recent Print Jobs**

Filter on [edit] [remove]

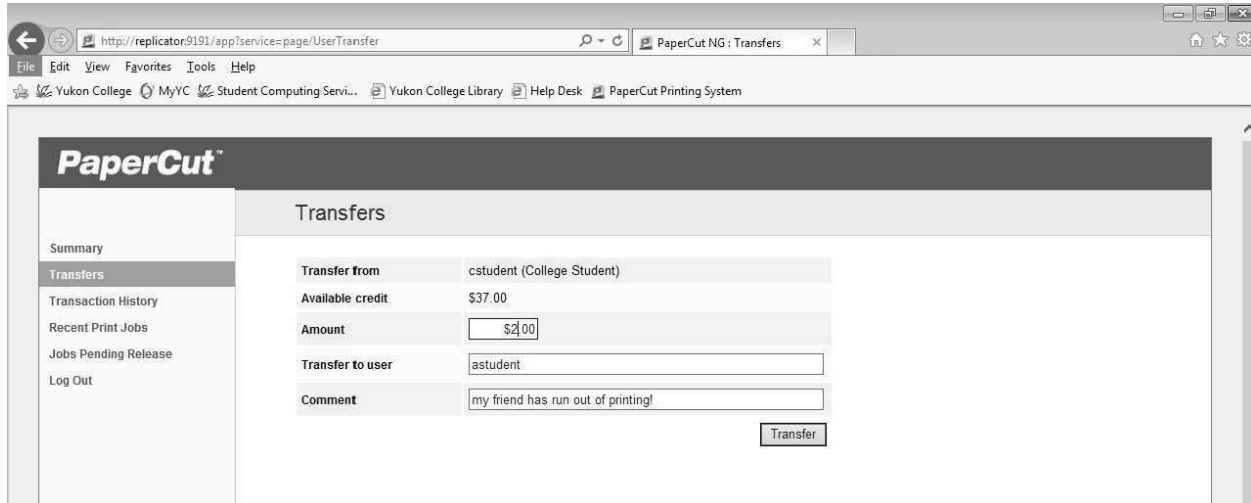
| Date                    | Charged To | Printer              | Pages | Cost   | Document Name              | Attribs  | Status  |
|-------------------------|------------|----------------------|-------|--------|----------------------------|--|---------|
| Aug 29, 2014 7:54:16 AM | cstudent   | replicatorA2301_PCL5 | 30    | \$3.00 | Microsoft Word - Document2 | LETTER (ANSI_A)<br>Duplex: No<br>Grayscale: Yes<br>916 kB<br>A2301Z<br>FCL5  | Printed |
| Aug 29, 2014 7:52:27 AM | cstudent   | replicatorA2301_PCL5 | 30    | \$1.50 | Microsoft Word - Document2 | LETTER (ANSI_A)<br>Duplex: Yes<br>Grayscale: Yes<br>916 kB<br>A2301Z<br>FCL5 | Printed |

Export/Print

## 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 a web browser window with the URL <http://replicator9191/app?service=page/UserTransfer>. The browser tab is titled "PaperCut NG: Transfers". The page content includes the PaperCut logo and a navigation menu on the left with options: Summary, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, and Log Out. The main content area is titled "Transfers" and contains 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 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: 867-456-8610