



TECH TIP

PaperCut Printing & Copying FAQ

What Is my PaperCut Username?

Your paper cut user name is the same as your user name to login to the computers in the library. Usually your TouroOne portal ID, first initial + lastname. If you have a first initial and last name combination that applies to more than one person you might also have a number in your username.

What is my UserID for Photocopying?

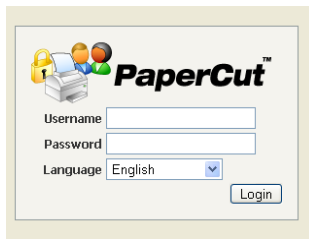
You're network login/portal username.

What is my PaperCut PIN

The first time you make a photocopy in the library you'll need to create a PIN code by logging into the network, opening PaperCut, selecting Details, change details and setting a 4 **digit** pin as shown below. PLEASE PICK SOMETHING YOU WILL REMEMBER. A PIN isn't needed to print.

What should I do if I forget my PIN?

Click the details link in the PaperCut window. You'll be brought to a login screen. (You can also open this screen in any browser by entering om-papercut.med.touro.edu)

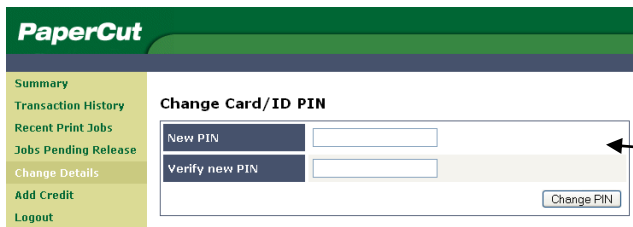
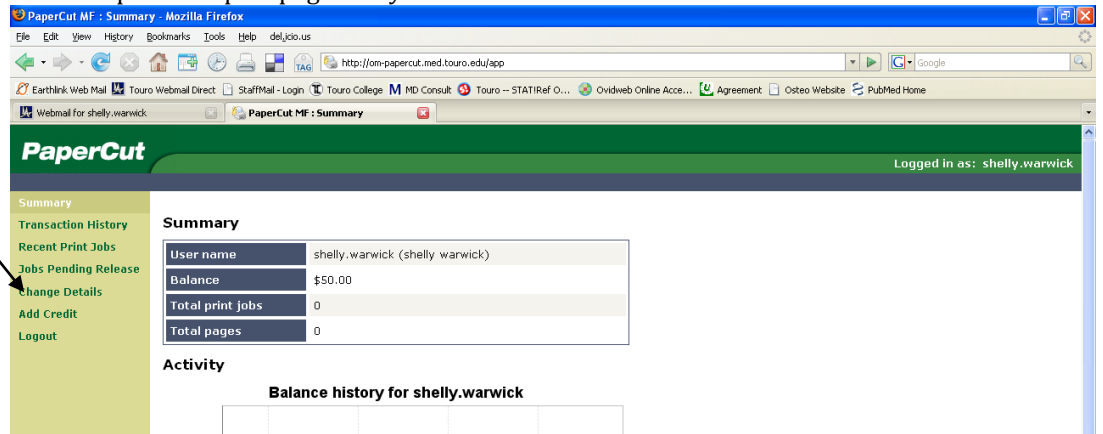


Enter your user name and password (the same you use to login to the TouroCOM network).

Select LOGIN

You'll be brought to the PaperCut report pages for your account.

Click Change Details



Enter your new PIN in the new PIN box and then enter it again in the Verify new PIN box **NOTE: The PIN can only contain numbers.** Select CHANGE PIN. You should receive the message "You PIN has been successfully updated."

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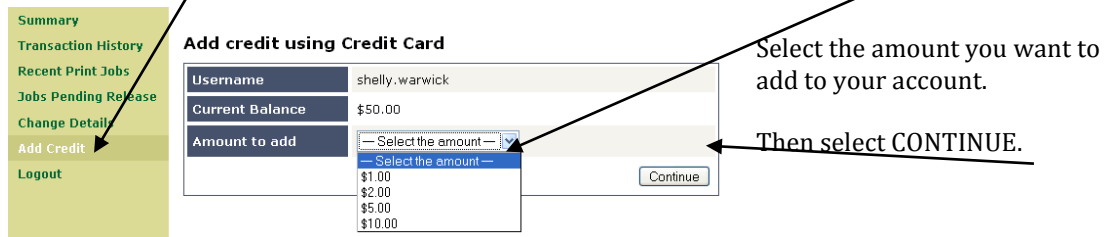


How Do I Add Money to My Account

Click the details link in the PaperCut window and login to the PaperCut report pages.

Select ADD CREDIT

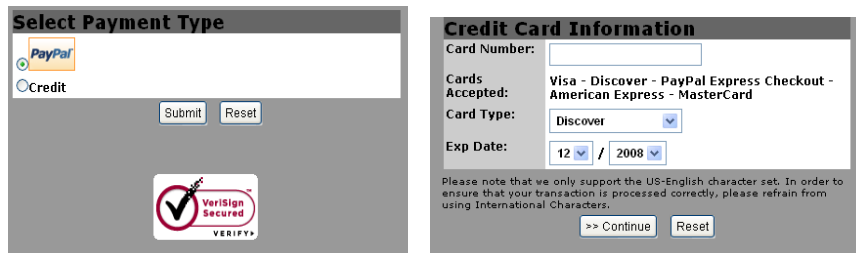
Your username and current balance will display. Click on the down arrow next to box after Amount



Select the amount you want to add to your account.

Then select CONTINUE.

You will be brought to a screen where you can choose PayPal or Credit. Select the payment method you want to use, then select SUBMIT.



If you selected CREDIT, you will be brought to a screen where you will be asked to enter your credit card info. THESE TRANSACTIONS ARE ON SECURED WEBSITES!

Enter your information then select CONTINUE

If you select PAY PAL you will be prompted to enter information in order to create a Pay Pal account.

How Do I Print?

Login in to the TOUROCOM wired or wireless network. Make sure you've added the printer you want to use to your print profile on your wireless device. Send the job to print. The cost of the print job will automatically be deducted from your PaperCut account. **BE SURE TO LOGOUT OF THE LIBRARY'S COMPUTER'S WHEN YOU LEAVE, OTHERWISE SOMEONE ELSE COULD PRINT FROM YOUR ACCOUNT.** -NOTE: PaperCut charges your account when it sends the job to the printer. It is unaware when a job doesn't print due to printer malfunction or because it is cancelled at the printer. If you want credit for a job that doesn't print right see a member of the library staff IMMEDIATELY.

How Do I Make Photocopies?

- Enter your network/portal username
- Press ENTER
- Enter your PIN
- Press ENTER
- Select the desired options and make your photocopies.

BE SURE TO PRESS C/CE WHEN YOU'RE FINISHED SO THAT THE NEXT PERSON'S COPIES AREN'T CHARGED TO YOUR ACCOUNT!

What does it Cost?

The current cost of printing is 10 cents 1 side of a 8.5 x11 or 8.5 x 14 (legal) sheet of paper, 14 cents for 2 sides. Photocopying is 10 cents per copy