

TECH TIP

PAPERCUT PRINTING AND COPYING FAQ

What Is my PaperCut Username?

Your Papercut username is the same as your username to login to the library computers (Usually your firstname.lastname).

What is my UserID?

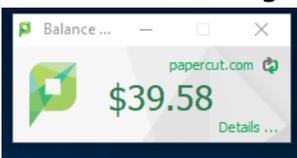
Your student ID number.

How do I set/change my PaperCut PIN?

In order to make photocopies in the library you'll need to create a **4 digit PIN NUMBER**.

What should I do if I forget my PIN?

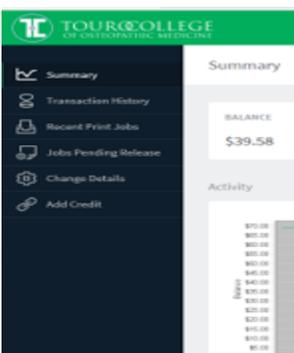
STEP 1: Log on to a library computer and click on **DETAILS** in the papercut window.



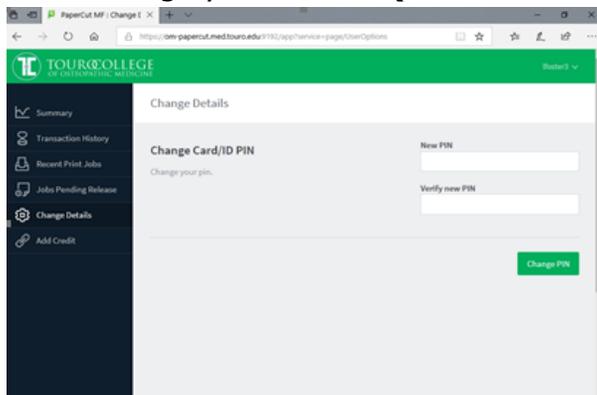
STEP 2: Enter your **username/password**.



STEP 3: From the side menu, click on **"CHANGE DETAILS"**.



Enter/change your PIN #. **(NOTE: The PIN can only contain numbers).**



How Do I Add Money to My Account?

Follow steps 1-2 and select "ADD CREDIT" from the side menu.

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 card. Select the payment method you want to use and enter your information.

How Do I Print?

Login in to the TOUROCOM wired or wireless network and send the job to print. The cost of the print job will automatically be deducted from your PaperCut 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. If you want credit for a job that doesn't print right, see a member of the library staff.**

How Do I Make Photocopies?

- Enter the user name you use to login to the computers in the library.
- Enter your PIN.

What Do Photocopies Cost?

Black and white copies are 10 cents for single-sided and 14 cents for double-sided. Color copies are 15 cents for single-sided and 21 cents for double-sided.