HOW TO USE THE PAPERCUT USER WEB PORTAL

User logon: Log on to the user web portal at <u>https://papercut.gulfcoast.edu</u> or find the PaperCut icon on the myGCSC portal page:

Students: Use your GCSC network credentials to log in. Your account is automatically created after you register for classes.

Public Users: Register at <u>https://papercut.gulfcoast.edu/register</u>. Instructions are available on our website.



GCSC's PaperCut user web console contains the following menus:

1. Summary: shows balance, total print jobs, and total pages with balance history graph and environmental impact.

ALANCE	(<u>š</u>)	PRINT JOBS	G	PAGES	
57.99		3		5	
vity			Environm	iental Impact	
	Balance history for o	laniellek	0	1.1% of a tree	
\$10.00 -				7 { (0)	
\$9.00 - \$8.00 -			>> *	3 g of CO2	
\$7.00			G 4	0 hours running a 60W light bulb	
					Since Jun 15,
90 \$6.00 EE \$5.00					
\$4.00 -				Environmental Dashboard	
\$3.00 -					
\$2.00 -					
\$1.00 -					
\$0.00 15 Jun 16 Ju	n 17 Jun 18 .	Jun 19 Jun 20 Jun	21 Jun		
15 5411 10 54	Di tri sun i di t		21 500		

2. Transaction History: Shows filterable transaction history (date, account, amount, balance after, type, comment).

Transaction History

ilter on	TRANSACTED BY	AMOUNT	BALANCE AFTER		Printer Usage • Printer: windows\Administration MFP • Document: Faculty Spending.pdf
Jun 29, 2017 11:31:18 AM	debbie	\$10.00	\$509.50	Card use	 Document: racuity spending.pdf Total pages: 1 Duplex Grayscale
Jun 29, 2017 10:10:24 AM	[system] (print)	-\$0.25	\$499 . 50	Printer Usage	• Cost: \$0.25
Jun 29, 2017 9:57:54 AM	[system] (print)	-\$0.25	\$499.75	Printer Usage	
Jun 20, 2017 10:04:20 AM	[setup wizard]	\$500.00	\$500.00	Initial allocation	
Export/Print 📴 🚍 🖽					

3. Recent Print Jobs: Shows recent print jobs (date, charged to, printer, cost, document name, attributes, status).

Recent Print Jobs

C Filter on 🛛	dit] [remove]						
Date 🔻	Charged To	Printer	Pages	<u>Cost</u>	Document Name	Attribs.	<u>Status</u>
Jun 3, 2016 12:20:10 PM	Senior School	windows\Administration	4 (Color: 0)	\$3.60	Yr 12 History assignment.pdf	LETTER (ANSI_A) Duplex: No Grayscale: Yes 1 kB PCL5 Web Print	Printed [request refund]
Jun 3, 2016 12:19:44 PM	Administration	windows\Administration	1 (Color: 0)	\$0.90	Administration Budget.pdf	LETTER (ANSI_A) Duplex: No Grayscale: Yes 1 kB PCL5 Web Print	Printed [request refund]
Jun 2, 2016 3:30:49 PM	debbie	windows\Administration	1 (Color: 0)	\$0.90	Faculty Spending.pdf	LETTER (ANSI_A) Duplex: No Grayscale: Yes 1 kB PCL5 Web Print	Printed [request refund]

4. Jobs pending release: Shows jobs sent to printers / devices with print release enabled that haven't been released yet.

└─_ Summary	Jobs	Pending Release						
Shared Accounts Shared Accounts Rates	1 2 3	pending release with cost \$0.0 alance:\$7.99	12				Auto	refresh (42) Refresh Now
C Redeem Card	Rolea	see All Cancel All						
X Transfers		SUBMIT ТІМЕ 🕁	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
S Transaction History	۲	Jun 21, 2017 5:20:39 PM	laptop-danielle\TestPrinterS	Microsoft Word - Document1	LAPTOP-DANIELLE	1	\$0.01	[print] [cancel]
-	۲	Jun 21, 2017 5:20:09 PM	laptop-danielle\TestPrinter5	Microsoft Word - Document1	LAPTOP-DANIELLE	1	50.01	[print] [cancel]
Recent Print Jobs								
Jobs Pending Release								

- 5. Change details: Internal (public, not students, staff, or faculty) users can change their password here.
- 6. Web Print: Users can upload documents to our PaperCut web print server to be rendered and printed by web print enabled PaperCut devices and printers here. The process goes as follows:
 - a. Log in to web portal @ https://papercut.gulfcoast.edu
 - b. select "Web Print"
 - c. Click "Submit a Job >>"

PaperCutMF						
₩ Summary	Web Print					
Transaction History	Web Print is a service to enable printing	for laptop, wireless and una	uthenticated users without the need to inst	all print drivers. To upload a	document for printing	, click Submit a Job below.
Jobs Pending Release	SUBHIT TIME	PRINTER	DOCUMENT NAME	PAGES.	COST	STATUS
🐣 Web Print			No active jobs			
🔗 Add Credit						

d. Select a web print enabled device / printer, click "Print Options and Account Selection"

PaperCutMF			
🗠 Summary	Web Print). Printer 2. Options 3. Upfood
Transaction History	Select a printer:		
Jobs Pending Release	PRINTER NAME Y	LOCATION/DEPARTMENT	
Web Print	 papercut-a\PC_Lib_Stu_Pub (virtual) papercut-a\PC_Lib_Stu_Pub (virtual) 	Library student/public Library	
🔗 Add Credit	 printgc1\l237Laser printgc1\PGC1_Lib_Stu_Pub (virtual) 	LiB237 Library	
	O printstu1\PS1_Lib_Stu_Pub (virtual)	Library	
	+ Back to Active Jobs		2. Print Options and Account Selection +

e. choose number of copies, click "Upload Documents"

PaperCutMF			tiet 🗸
₩ Summary	Web Print		L. Printer 2. Options 3. Uploed
S Transaction History	Options	Copies	
🚨 Recent Print Jobs	Options	1	
Jobs Pending Release			
Change Details			
🐣 Web Print	# 1. Printer Selection		3. Upload Documents >
🔗 Add Credit			

f. Click "Upload from computer", which opens up a file explorer windows. Choose the document(s) you want to print and click "Open". You can repeat this process. When done, click "Upload and Complete"

PaperCutMF			
₩ Summary	Web Print	T. Printer 2. Options 3. Upload	
S Transaction History	Upload		
Recent Print Jobs	Select documents to upload and print		
Jobs Pending Release		لي_ Drag files here	
Change Details		Upload from computer	
Heb Print			
P Add Credit		The following the types are allowed: Microsoft Escel stam, vis, visb, vism, visx, vitm, vitx, Microsoft PowerPoint pot, polm, pots, ppam,	
		pps, ppsr, ppsr, ppt, pptm, ppt, Microsoft Word doc, docm, docs, dot, dotm, dots, rft, bit PDP pdt Picture Files bmp, dib, pit, jit, jit, gor, jpsg, ppg, png, lif, tiff	
	« Z. Print Options	Upload & Complete *	

g. Back at the Web Print home screen, pending job releases are listed. If the user already has credit, the job can be released from the user web portal at the "Jobs pending release" menu. Otherwise, the user may visit a Print Release Station (cash or change, no refunds), a Pay Station (cash only, no refunds) or upload money to their PaperCut account via PayPal using the "Add Credit" menu on the user web portal.

PaperCutMF							lest 🗸
₩ Summary	Web Print						
S Transaction History	Web Print is a service to enable printing for	aptop, wireless and unauthenticated	users without the need to install pr	int drivers. To upload	a document for p	rinting, click Submit a Job below.	
Recent Print Jobs	Submit a Job #						
Jobs Pending Release	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	\\ STATUS	
Change Details	Jul 20, 2018 11:02:33 AM	printgr:1/L237Laser	email_bait.txt	1	\$0.05	Held in a queue	1
Heb Print							
P Add Credit							

- 7. Add Credit: Adds credit via PayPal web payment.
 - a. Select the amount you want to add (\$5.00, \$10.00, or \$20.00), and click "Add value"

PaperCutMF	tet v	
₩ Summary	Add credit using PayPal	
S Transaction History	Username test	
Recent Print Jobs	Current balance SL65	
G Change Details	Amount to add	
Heb Print	The decision of the attribution of the second	
🔗 Add Credit	Add value	

- b. you are redirected to PayPal web app
- c. fill in the information or log in to your PayPal account to finish the transaction
- d. you will receive a confirmation Email that the payment is processed and your PaperCut balance should reflect this within a couple of minutes. Minimum payment for PayPal web payments is \$5.00.

PayPal	ັ∰ \$1.00 USD				
Pay with PayPal					
Email					
Password					
Stay logged in for faster che Not recommended on shared d	<u> </u>				
Log in					
Having trouble lo	gging in?				
Pay with Debit or (Credit Card				
Cancel and return to Gulf Coast Community English Français Español 中文	College				