

Northwest State Community College Printing

Reference Guide for Students

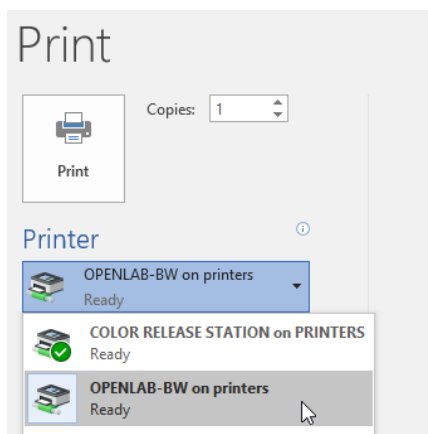
Northwest State uses PaperCut to manage printing on campus. When printing from a lab computer a window will appear prompting login. The username and password are your N# and myNSCC password.

Printing is 5¢ for a black and white, and 15¢ for color per sheet. Students will start off with \$12.50 (250 B&W Copies); these funds are supplied to the students at no additional cost. Funds will roll over between semesters, except between Summer and Fall when all funds will be reset.

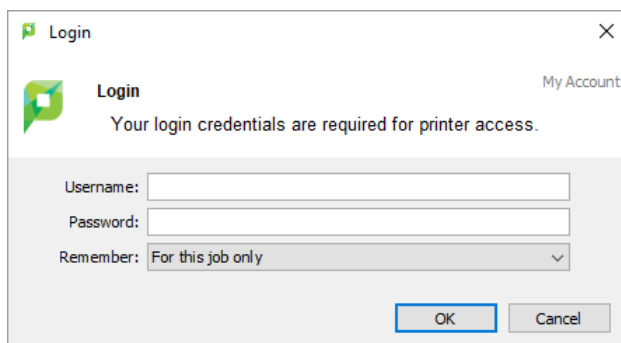
Please note that duplexing (printing on both sides of paper) costs the same as printing 2 separate sheets (10¢ for a B&W Duplex copy and 30¢ for a color Duplex copy)

PRINTING

When you wish to print something, make sure the correct printer is selected. Usually this will be the printer in the same room as the lab computer you are on or a color release station (see section on color release stations below).



After you select the correct printer and click print the following pop up will appear. Log in with your N# and password and your account will be charged based upon how many pages are printed.



COLOR RELEASE STATIONS

WHAT ARE THE COLOR RELEASE STATIONS?

The Color Release Stations are printers set up across campus to enable color printing for faculty, staff, and students. You can select the Color Release Station when you print your document and pick it up at any of the Color Release printers on campus.

Unlike a traditional printer, your document will not start printing immediately. Instead, it will be held on the network until you visit one of the Color Release Stations and release it to be printed. This means that if one of the printers is unavailable or busy, you can simply walk to the next closest one to release and print your document, without having to return to your computer to re-print.

WHERE ARE THE COLOR RELEASE STATIONS?

Six Color Release Stations are available across campus for student use:

- 1st floor A Building, near the Success Center and East Entrance
- 1st floor A Building, in the Library
- 2nd floor A Building, near the Open Lab and Arts & Sciences offices
- 1st floor C Building, across from the Advising Center
- 1st floor E Building, near CAD Lab (E109)
- 2nd floor E Building, near the Biology Lab

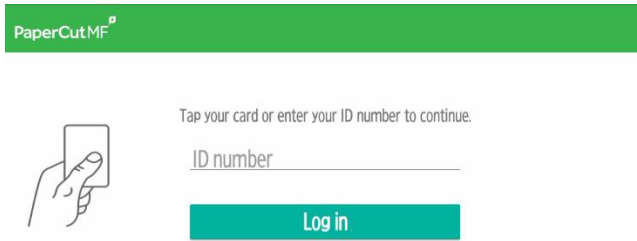
SEND DOCUMENT TO THE RELEASE STATION

1. Select the Print option in your application as normal.
2. On the list of available printers, select Color Release Station.
3. Set print options – pages, copies, black & white or color.
4. Print the document.
5. Enter your N# and password in the PaperCut login box

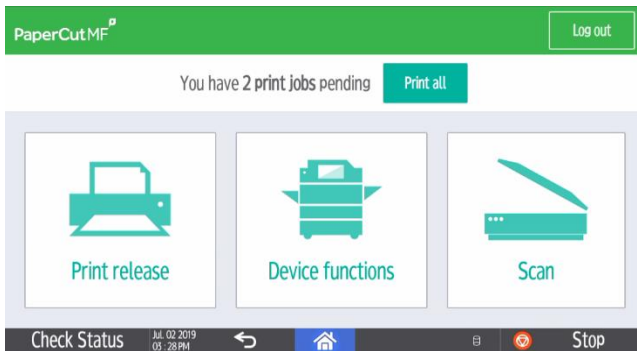
Once you print your document, you can release and print it at any of the Color Release Stations. For example, you can print from a Library computer, but print your paper in E building. You do not need to specify which Color Release Station you wish to use when you print the document.

PRINTING DOCUMENTS AT A RELEASE STATION

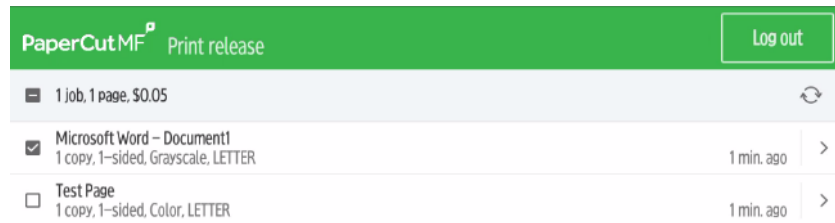
1. Go to the Color Release Station you wish to use.
2. Log in by entering your **N#**



3. Tap the **Print All** or **Print release** button on the screen.



- a. If you select **Print release** you can review all documents waiting to be printed. They can then be printed or deleted.



4. Collect your document(s).
5. If you wish, tap the **Log Out** button. You will be automatically logged out after one minute.

Your document will need to be printed at a Release Station within 2 hours of sending the job to the printer or it will expire and be discarded.

NOTE: Your PaperCut account is not charged until you actually print the document at the release station. Jobs that are deleted at the printer or expire are not deducted from your print balance.

ADDITIONAL FUNCTIONS OF RELEASE STATIONS

In addition to printing, the Color Release Stations can perform the following tasks:

- Copying (copies are charged to your PaperCut balance)
- Scan a document and send it to your student email account
- Scan a document to a flash drive

To access these functions, login to any release station with your N# select either Scan or Device functions.

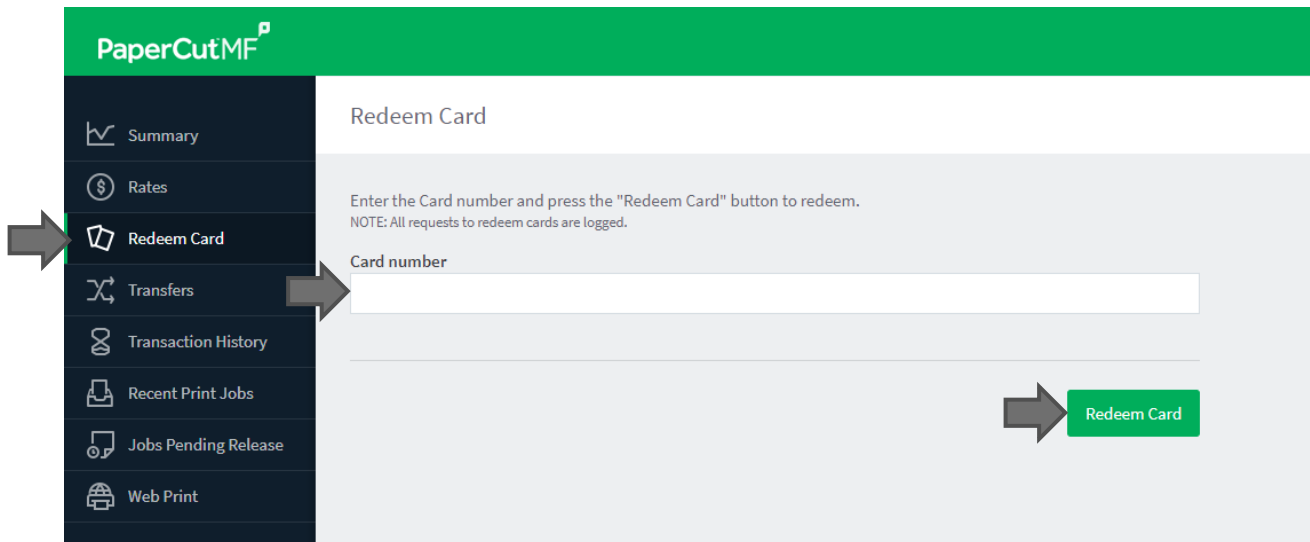
PAPERCUT WEB LOGIN

Additional information about your account, including redeeming pre-paid cards can be found in the PaperCut Web Portal. Students may log in using their myNSCC ID and password. The Web Portal can be accessed by clicking on **My Account** in the PaperCut Widget or visiting the following link: [PaperCut User Login](#)

ADDING FUNDS

Additional pages may be purchased in the Business Office. Additional cards in the amount of \$5.00 (100 pages) and \$10.00 (200 pages) are available. These cards are redeemable by following the instructions above in the **Web Login** section.

Redeem pre-paid cards by clicking on **Redeem Card** then enter the **Card Number** that was supplied and click **Redeem Card**



PRINT REFUNDS

If there is a technical problem with a print job, for example a paper jam or if the print job is not properly printed, you can request a refund of your print credits to your account. If this happens, please email the IT Helpdesk at helpdesk@northweststate.edu with the following information:

- Your name
- N#
- Date and time of printing
- Printer used (Room Number, Location)