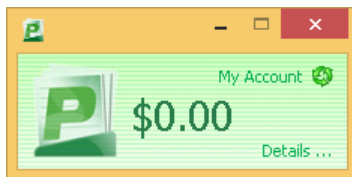


Northwest State Community College Printing

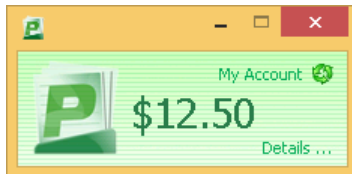
Reference Guide for Students

Starting Fall 2014, Northwest State is using Papercut to manage printing on campus. When prompted, students will login using their N# (ex. N00123456) and their PIN. This is the same login used to login to myNSCC. 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)

Upon the computer starting up, the Papercut Widget (below) will display in the upper right hand corner of the screen:

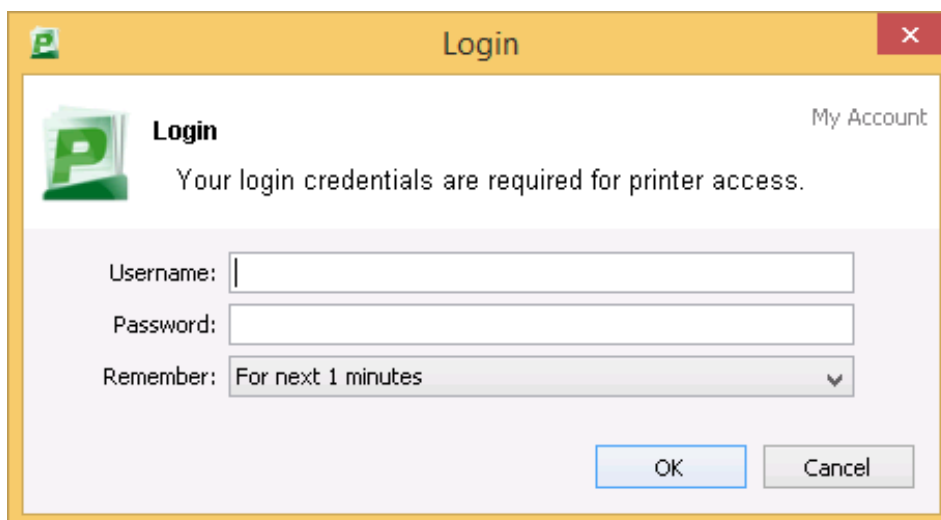


To display your current balance, click on **My Account**, and follow the instructions in the **Web Login** section below, -or- right click on the icon and click **Login as...**, enter your N# and PIN, your balance will now be displayed in the Papercut Widget (below).

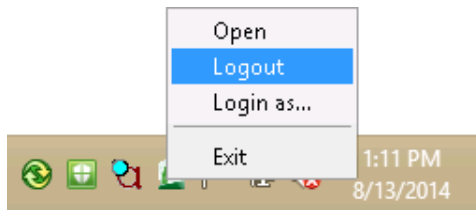


PRINTING

When you wish to print something, the following pop up will appear. Simply log in with your N# and PIN and your account will be charged based upon how many pages are printed.

A screenshot of a 'Login' dialog box with a yellow title bar. The dialog contains a 'P' icon, the text 'Login', and 'My Account' in the top right. Below this is the message 'Your login credentials are required for printer access.' There are three input fields: 'Username:' followed by an empty text box, 'Password:' followed by an empty text box, and 'Remember:' followed by a dropdown menu currently set to 'For next 1 minutes'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

Please note that you will be logged in for 1 minute. If you try printing after 1 minute, you will be re-prompted for your credentials, this is to prevent anyone from using your funds to print. You may also log off by right clicking the icon in the taskbar and clicking Logout.



ICON LOCATION

If the Papercut Widget is not displayed, it may be minimized to the tray. The Papercut icon can be located in the bottom right corner by the clock.

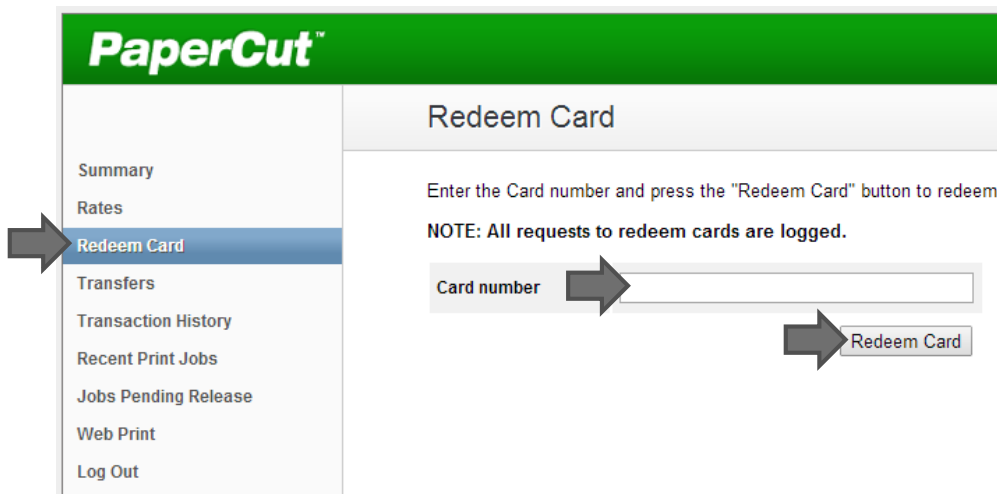


If the Widget is not displaying, it can be shown by clicking the icon in the taskbar once.

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 PIN number. The Web Portal can be accessed by clicking on **My Account** in the Papercut Widget.

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



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.

PRINT REFUNDS

Once a print job has been sent to the printer it cannot be stopped. You need to verify the number of pages and content on the pages before sending the print job to the printer. If for some reason 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 all of the following information:

- Name
- N#
- Date and Time of Printing
- Printer Used (Room Number, Location)

To ensure you get the most out of your printing quota, be sure to only print what you need. You can do so by doing one of the following in the print dialog box:

- If you only need certain pages printed, specify the page numbers in the **Pages** section
- If you only need to print off certain text in an article, highlight the text you want to print by clicking and dragging with the left mouse button. Once the text is highlighted, make sure to select **Selection** when printing

A coin-operated photocopier is also available to students in the Atrium.