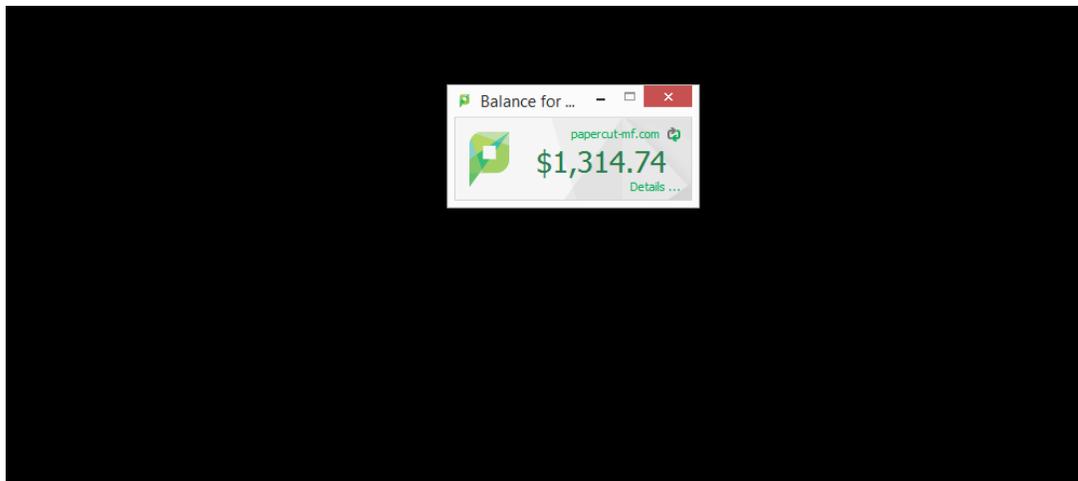


## How to Use PaperCut

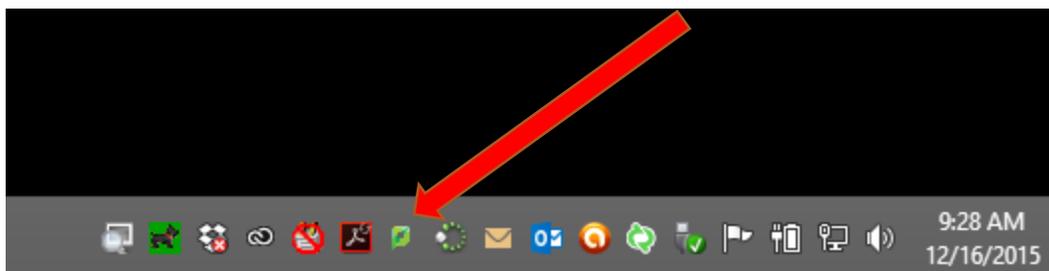
HCC is now using PaperCut, a fee-based print management system, which students can access through their HCC Campus Card (Student ID). PaperCut will be used for all HCC student printing and copying services at all printers and copiers on campus.

The PaperCut client software will launch once you log in to a campus computer using your own personal user ID and password.

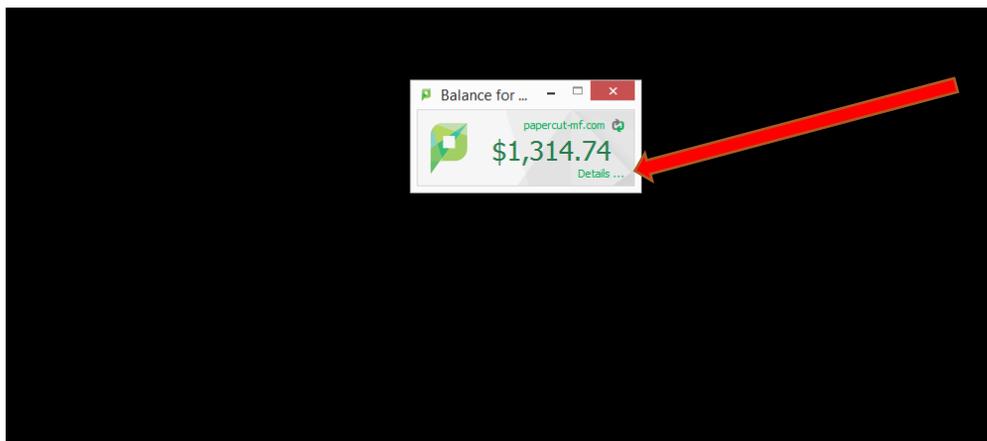
Once you log in a window will appear indicating your PaperCut balance.



If you don't see this window, click on the PaperCut icon on the taskbar.



Click "Details" on the PaperCut balance window to see additional account information.



## HOW TO USE PAPER CUT

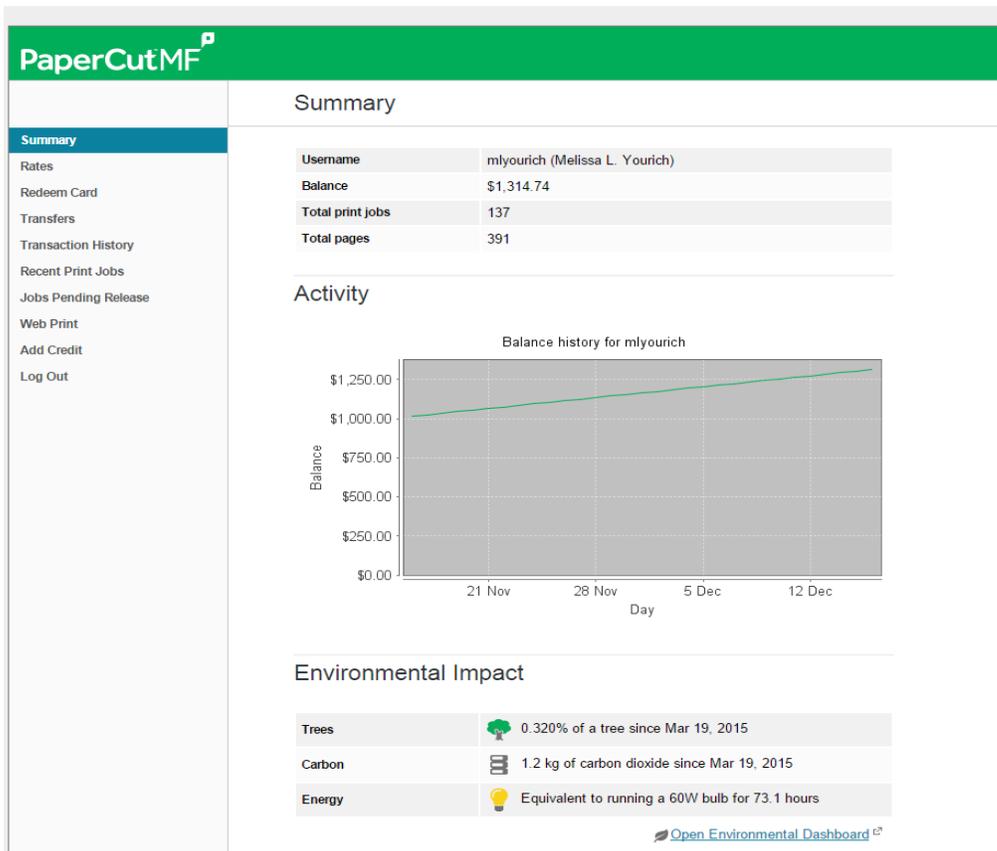
Log in to your account by using the same ID and password you use to log in to campus computers.



The login form for PaperCutMF includes the following fields and options:

- Username:** mlyourich
- Password:** [Redacted]
- Language:** English
- Log in** button

Here you can see your history and other account details. You can also add money to your balance.



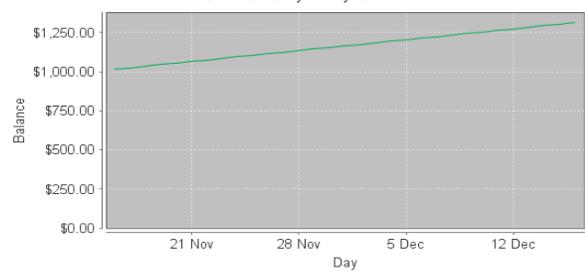
The dashboard displays account information and activity for user mlyourich.

### Summary

<b>Username</b>	mlyourich (Melissa L. Yourich)
<b>Balance</b>	\$1,314.74
<b>Total print jobs</b>	137
<b>Total pages</b>	391

### Activity

Balance history for mlyourich



Day	Balance
21 Nov	\$1,000.00
28 Nov	\$1,050.00
5 Dec	\$1,150.00
12 Dec	\$1,314.74

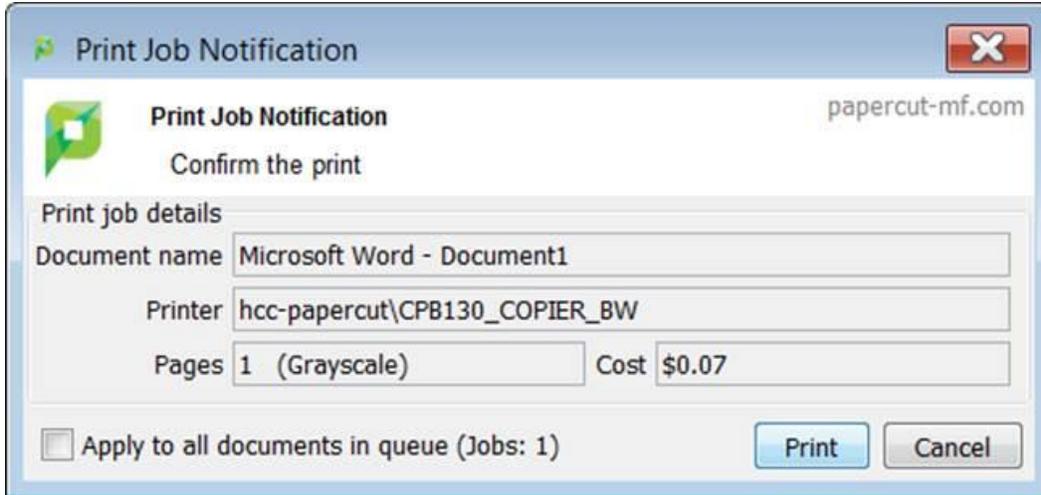
### Environmental Impact

<b>Trees</b>	0.320% of a tree since Mar 19, 2015
<b>Carbon</b>	1.2 kg of carbon dioxide since Mar 19, 2015
<b>Energy</b>	Equivalent to running a 60W bulb for 73.1 hours

[Open Environmental Dashboard](#)

**PaperCut Printing**

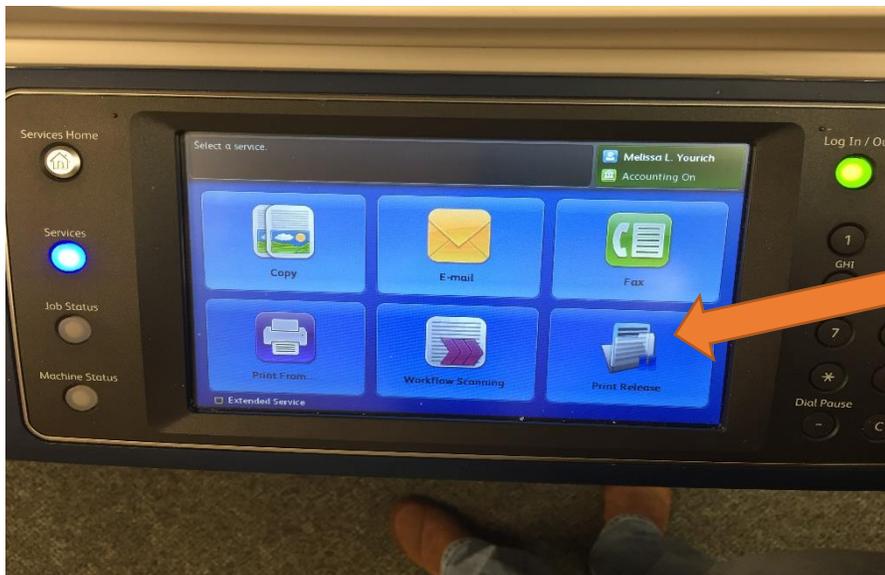
When you print a document a pop-up window will display. This is where you will be asked to confirm or cancel the print you just submitted. The window will also indicate how much money the print job will cost. Once you confirm to print you can then pick up your print job at one of the campus copiers by swiping your ID card at the printer. The print job is held in the printer's queue for 24 hours.



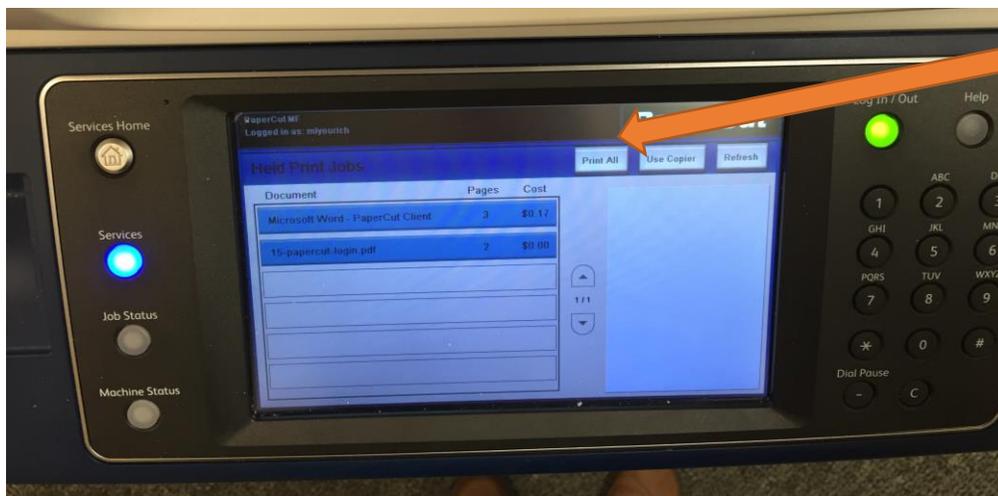
Swipe your ID card at the “WAVE ID” card reader to login to the printer.



Press the “Print Release” button.



Press “Print All” or if you don’t want to print all choose the print job you want to print by pressing the document name.



## HOW TO USE PAPER CUT

Once you have your print jobs, log out of the printer by swiping your ID again or press the Log In/Out button on the printer.

