

PCC PaperCut: User Instructions

Printing from a PCC classroom

Printing through a campus computer in a classroom is done through a system called PaperCut. When you select the *Print* option in whatever software or browser you are working from, PaperCut should automatically launch and ask you to login using your **MyPCC** credentials. After login to the PaperCut client, your job should print out.

PaperCut Client - Login Prompt - after attempting to						
	P Login	×				
	Login					

Login Your login credentials are required for printer access.							
Username: Password:							
Remember:	For next 15 minutes	\sim					
	ОК	Cancel					

Note: Some classrooms do not require students to login to PaperCut to print.

Printing from the Student Computer Center in the Library

Student Computer Centers found in the Library use *print hold/release* features to help manage erroneous printing jobs. When you select the *Print* option in whatever software or browser you are working from, the PaperCut client will prompt you to login and then show a "Your document has been held in queue" prompt.



Before the document will be printed, you will need to log into the PaperCut web UI (<u>https://pccprint2.pcc.edu:9192</u>) or a dedicated PaperCut Release Station and release your document.

Release a print job from the PaperCut Client Web UI

- 1) Locate the PaperCut icon **P** in the menu bar.
- Right-click or Ctrl+Click on the icon and select **Details...**to open the Papercut Web UI
- 3) Login using your MyPCC credentials
- 4) Select Job Pending Release section
- 5) From the Jobs Pending Release screen, select *Release* or *Cancel* options.

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R s	Summary	Jobs	Pending Release	2							
⊤ ©Ø	Transaction History	1 job p	1 job pending release with cost \$0.14				Auto refresh (52) Refresh Now				
ĘĴ	Recent Print Jobs	Your balance:\$18.85									
°,	lobs Pending Release	Release All Cancel All									
			SUBMIT TIME 🕹	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION		
		۲	Dec 7, 2023 1:34:56 PM	vmsypcutproda01\syli150q1	PaperCut Student ctions - Google Docs	10.12.20.218	2	\$0.14	[print] [cancel]		
	Transaction History Recent Print Jobs Jobs Pending Release	1 job p Your b Relea	ending release with cos alance:\$18.85 Cancel All Cancel All SUBMIT TIME 4 Dec 7, 2023 1:34:56 PM	t \$0.14 PRINTER vmsypcutprod#01\syli150q1	DOCUMENT PaperCut Student ctions - Google Docs	CLIENT 10.12.20.218	PAGES 2	uto refresh COST \$0.14	ACTION [print] [cancel]	sh	

PaperCut Web UI - Jobs Pending Release

• Note: At Rock Creek and Southeast SCCs, they use two (2) printers connected to one (1) Print Queue, after clicking **print** from the Jobs Pending Release - Web UI, students may see an additional prompt to select the specific printer. This step is not required when using a Release Station computer.

Open PaperCut Web UI

If the PaperCut client doesn't open for any reason:

Windows

- 1) Click the PaperCut icon **P** from the taskbar notification area.
 - a) The icon may be hidden. If it is, click the Show hidden icons arrow ^ next to the notification area.
- 2) Right-click on the icon and select Details...
- 3) This will open up Web UI and prompt for login
 - a) If for some reason the PaperCut client icon does not appear you can open PaperCut WebUI using this URL <u>https://pccprint2.pcc.edu:9192</u> to release print jobs.



Mac

- 1) Click PaperCut icon **P** in the menu bar.
- 2) Right-click or Ctrl+Click on the icon and select **Details...**
- 3) This will open up Web UI and prompt for login
 - a) If for some reason the PaperCut client icon does not appear, you should restart the computer. You can always open the PaperCut Client Web UI using this URL <u>https://pccprint2.pcc.edu:9192</u> to view printing history and release print jobs.

