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 print.

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.

PaperCut Client - Job Hold Prompt - Release Required

Before the document will be printed, you will need to log into the PaperCut web UI (https://pccprint2.pcc.edu:9192) 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.
2) 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.

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 https://pccprint2.pcc.edu:9192 to release print jobs.

Mac

1) Click PaperCut icon ![p icon] 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 https://pccprint2.pcc.edu:9192 to view printing history and release print jobs.