

PaperCut Web Portal

1) Navigate to the website papercut.pcom.edu

2) Use your PCOM username and password (it should be the same as your computer login or wireless account).

The image shows the PaperCut MF 20.0 login page and dashboard. The login page features a white box with the PaperCut MF logo and version number, followed by fields for Username and Password, and a Log in button. Below the login fields is a language selector set to English. The dashboard is divided into several sections:

- Summary:** A table showing key metrics:

Metric	Value
BALANCE	Yearly Additional
PRINT JOBS	136
PAGES	503
- Activity:** A line graph titled "Balance History for" showing a balance of \$0.00 from 7 Aug to 28 Aug.
- Environmental Impact:** A section showing environmental statistics:
 - 0.4% of a tree
 - 1.4 kg of CO2
 - 122.4 hours saving a 60W light bulb

The dashboard also includes a sidebar with navigation options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print, and Add Credit. At the bottom, there is a footer with the PaperCut logo, version information, and copyright notice.

Once logged into PaperCut it should take you to the summary screen. The summary screen allows you to see their balance and printing statistics on one page.

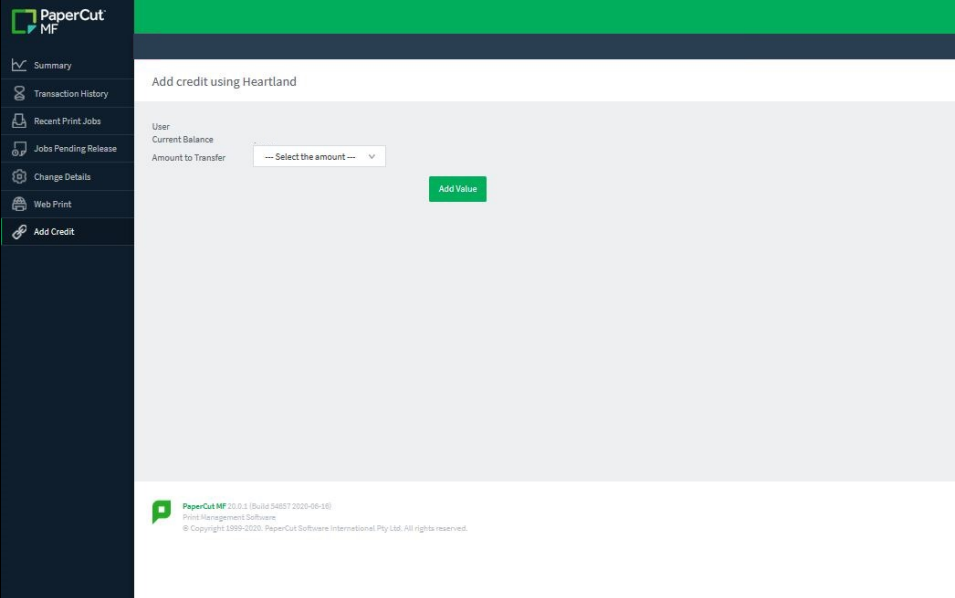
Adding Credit:

Note: If there's a balance of \$0.05 or 5 cents. The system will allow the print of a document even if the document is a thousand pages at the rate of 5 cents per page (equals \$50 or fifty dollars), but the balance would be **\$-49.95**. After the print job is complete and the balance is negative, no more pages will print until the balance is out of the red and is above a zero balance (\$00.00). To add money to the account it will be added through heartland or can be added directly through credit card.

4) Navigate to "Add credit"

5) Then select the amount through the drop down list.

6) Select "add value" and input the required information on the next screen.



The screenshot displays the PaperCut MF web interface. On the left is a dark sidebar with the PaperCut MF logo and a list of navigation items: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print, and Add Credit. The main content area has a green header bar and a title 'Add credit using Heartland'. Below the title, there are labels for 'User:', 'Current Balance', and 'Amount to Transfer'. The 'Amount to Transfer' field contains a dropdown menu with the text '--- Select the amount ---'. A green 'Add Value' button is positioned to the right of the dropdown. At the bottom of the page, there is a footer with the text: 'PaperCut MF 10.0.1 (Build 54857 2020-06-10) Print Management Software © Copyright 1999-2020. PaperCut Software International Pty Ltd. All rights reserved.'