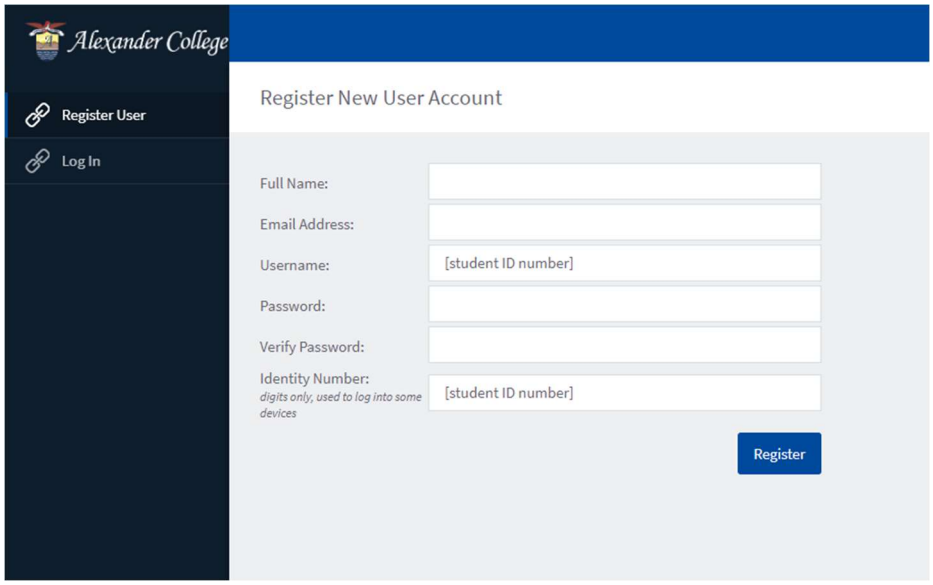
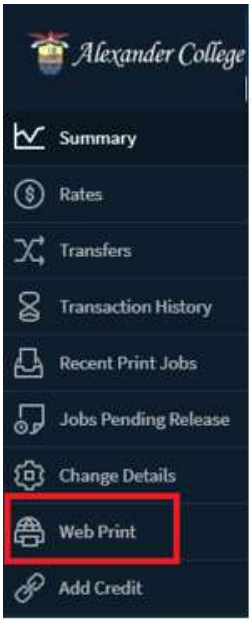
PAPERCUT – Web Printing Instruction

Note: Web printing is available to all students, staff and faculty. You must use one of the desktop computers at the College. Web print does not work through the wifi.

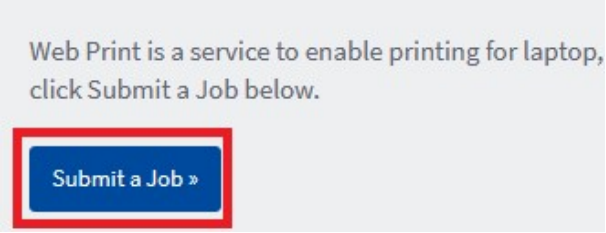
1. Open a web browser (Chrome, Firefox, Edge) and type **172.20.10.60:9191** into the URL field.
2. If you do not have an account, please "Register as a New User." You must use your **student ID number** as your Username **AND** Identity Number.



3. Log in to PaperCut typing your username and password; then click the **Web Print** link in the left navigation menu.



4. Click **Submit a Job** to start the Web Print wizard.

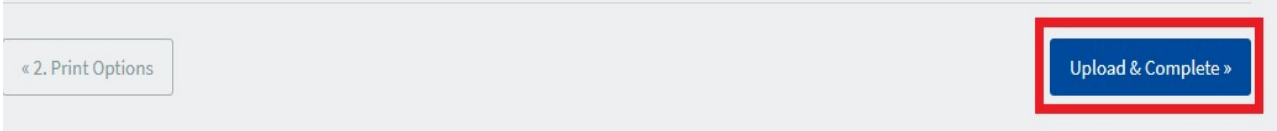


5. Select a printer.
    - acb-papercut**SECURE_PRINT** – Prints without stapling.
    - acb-papercut**STAPLING** – Staple print jobs on the stapling capable machines.

6. Put the number of copies you want to make. Then **Upload Documents** from your computer.



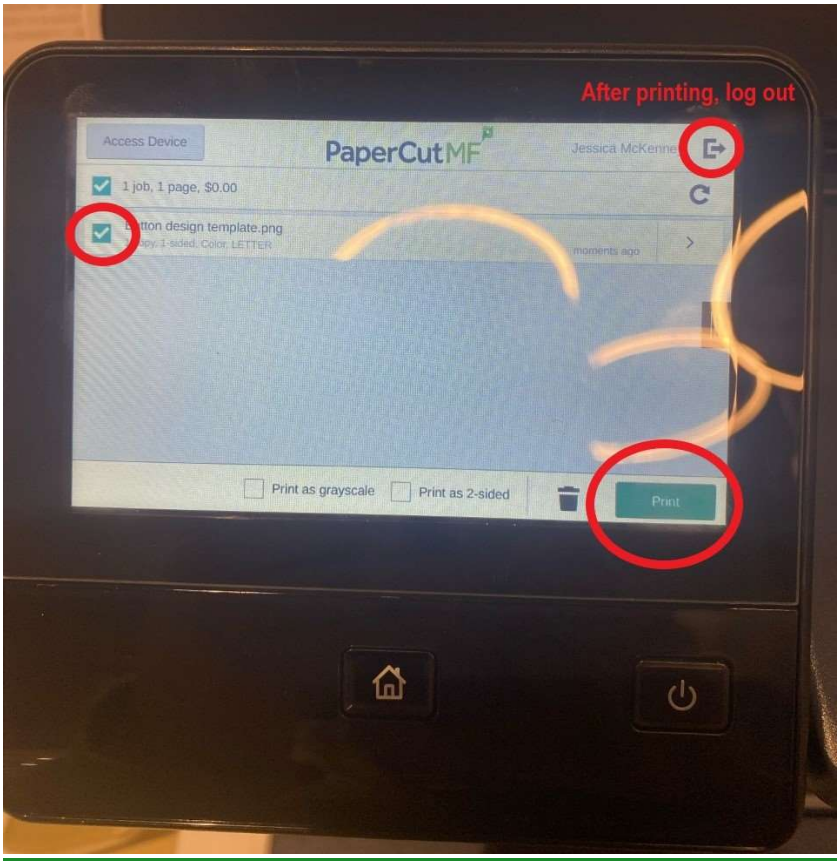
7. After you select a document then click **Upload & Complete**



8. Once the document upload is complete, go to one of the Xerox printers and login using your PaperCut username and password. **Do not select the printer from the computer.**

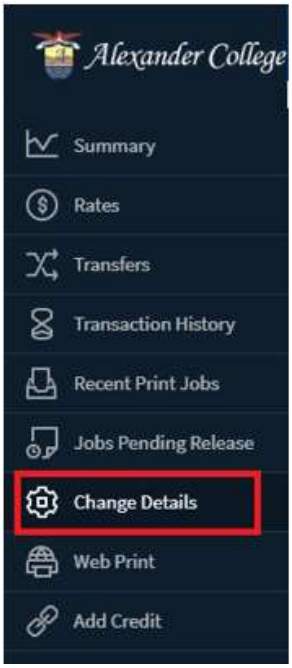
9. Once you have logged in on the printer, select the job to release (print) your document. If you would like to print in Black & White, select **"Print as Grayscale"** at the bottom to change the price.



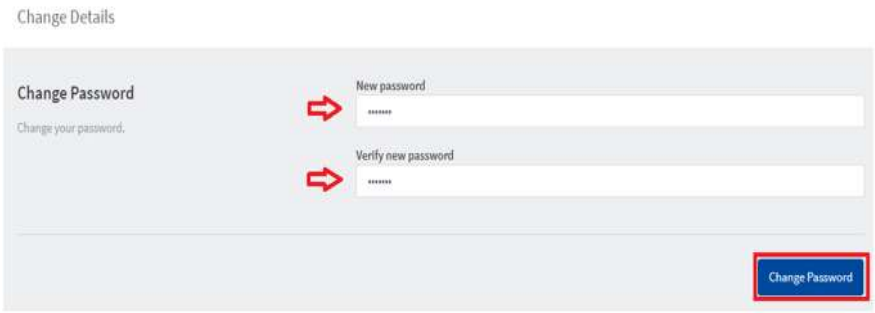


PAPERCUT – Changing Password Instruction

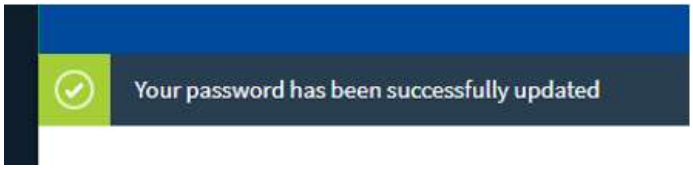
1. Open a web browser (Chrome, Firefox, Edge) and type **172.20.10.60:9191** into the URL field.
2. Log into PaperCut typing your username and password; then click the **Change Details** in the left navigation menu.



3. Enter the new password in both the fields then click **Change Password.**

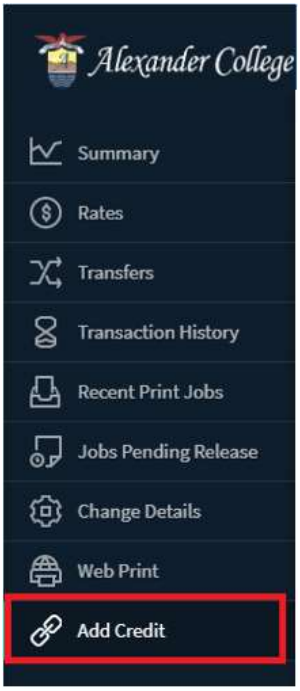


4. After clicking the button, it will show this message on the screen.

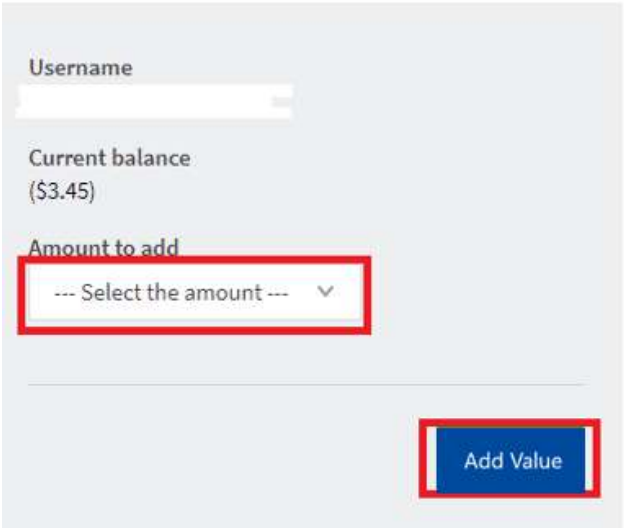


PAPERCUT – Adding Payment Instruction

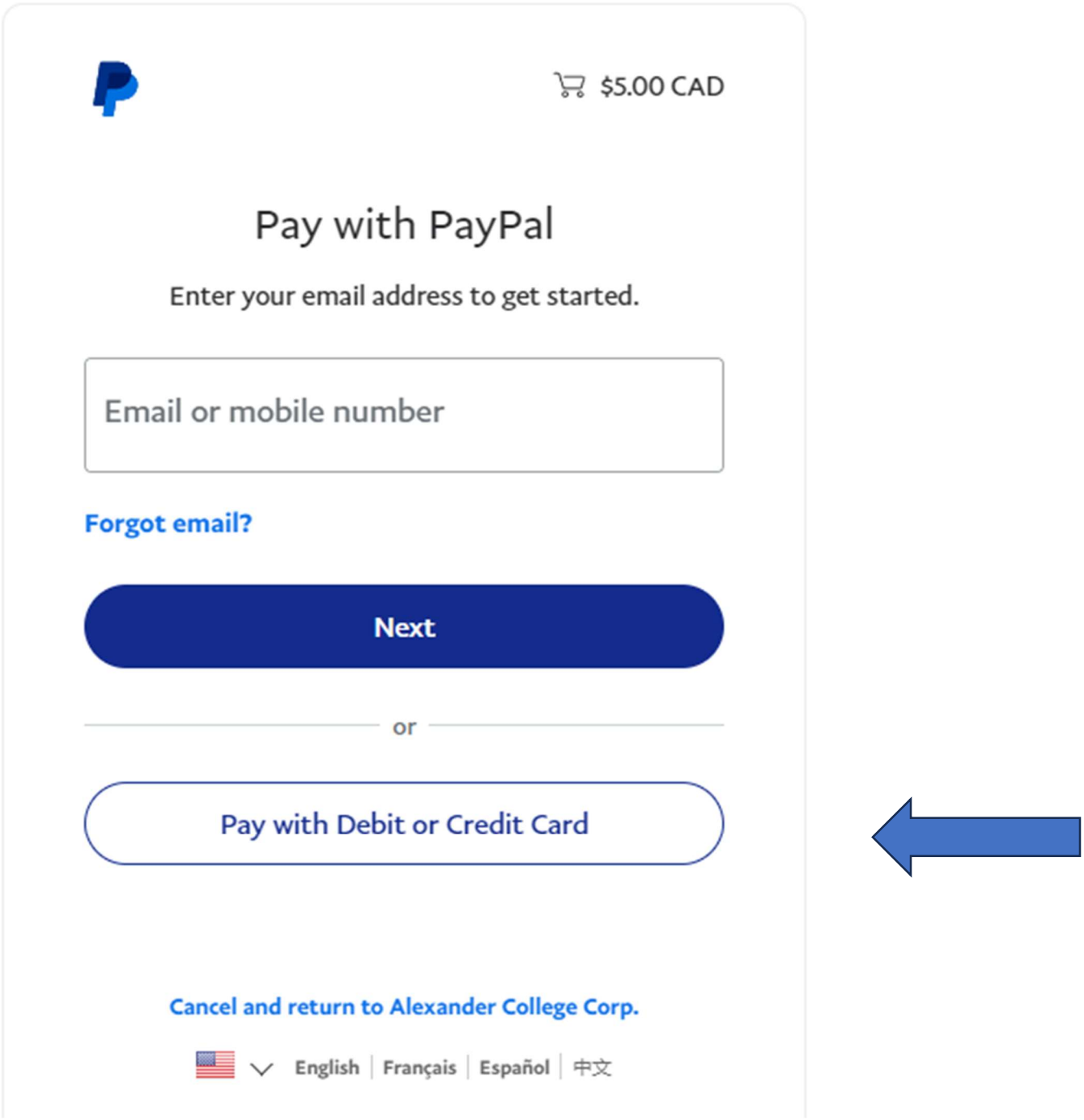
1. Open a web browser (Chrome, Firefox, Edge) and type **172.20.10.60:9191** into the URL field.
2. Log into PaperCut typing your username and password; then click the **Add Credit link** in the left navigation menu.



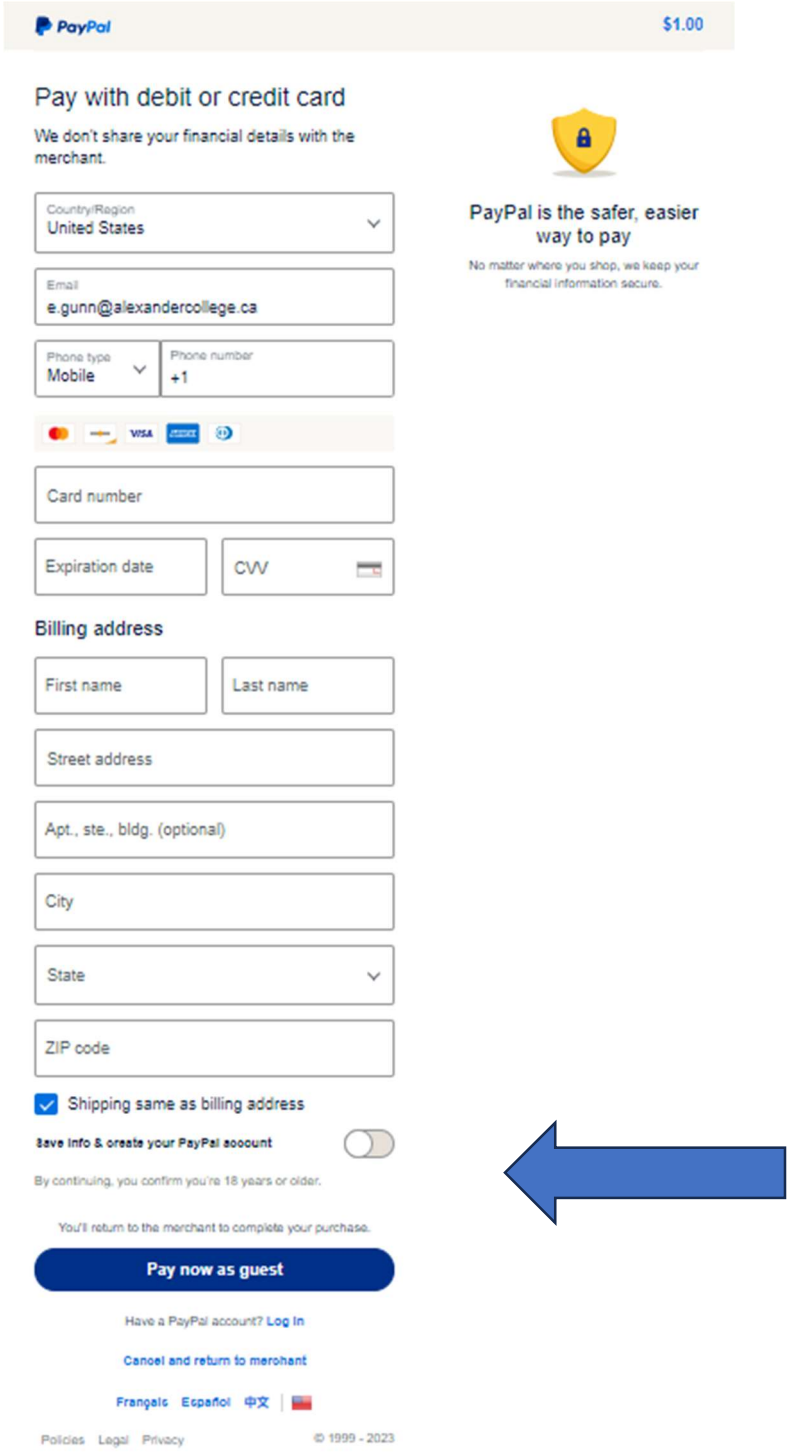
3. Click the drop-down menu **Select the Amount** and add the value, then click **Add Value**



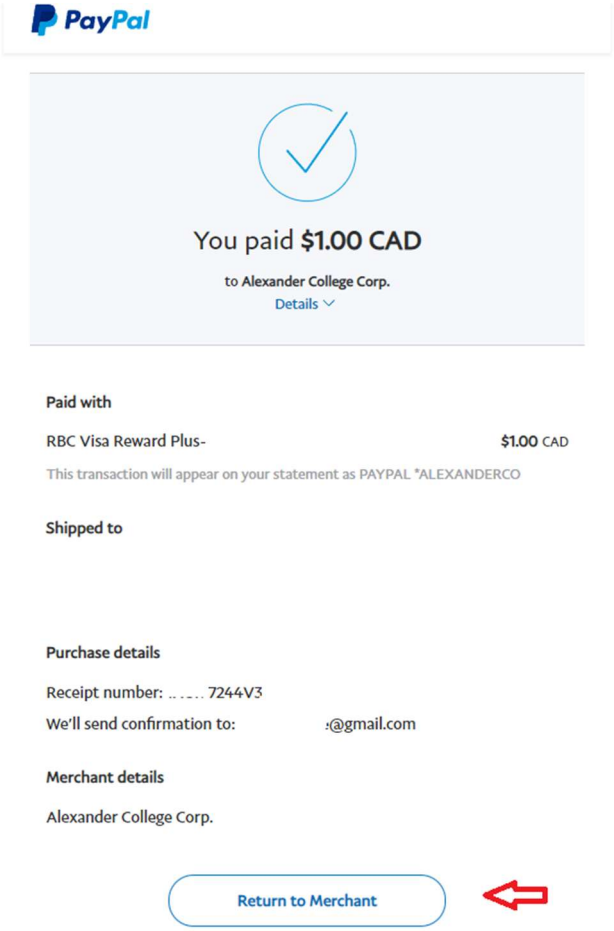
4. It will direct you to the **PayPal webpage**, please select “Pay with your **Debit or Credit Card**.”



5. Fill out your information and Click on **Pay Now**. **Make sure the option to create your PayPal Account is NOT selected.** After that it will show your **Payment Receipt**.



6. After you are done, it will show your **Receipt Summary** and then you must click **Return to Merchant,** it will take you back to Papercut website.



7. The Amount that you added will show under the **Current Balance.**

