

PaperCut Print Accounting Printing/Copying for Students and Employees

Associating your NC student or employee card with PaperCut

If you received a student or employee card before September 2014, your card will need to be associated with your PaperCut account on first use. There are two methods of doing this; from a Xerox MFP or from a Print Release station in a classroom, lab or library.

1. From a Xerox MFP tap your NC student or employee card. Select **Yes** that you would like to associate the card with your account.



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2. Enter your username and select **Done**



3. Enter your password and select **Done**.



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4. Your card is now associated with your PaperCut account. Select **Yes** to continue.



Printing

Students will now print to virtual print queues where the print job is held centrally and can be released to print on any student printers i.e. printers in classrooms, labs or the library associated with a print release station or from any student accessible Xerox MFP. Students will only be able to see their own print jobs. Jobs will be available for release for four hours from the time of submission and then deleted. **Please note:** you can release a colour print job on a black and white device to print in black and white. You can also force a colour print job to print in black and white on a colour device to reduce your cost per page.

Employees will continue to print to Xerox MFPs and other printers directly using named print queues (identified by room) which prints the job automatically. In the future an option will be available for printing to virtual print queues as well.

Each student printer and Xerox MFP will be labelled with the specific print queue name and functionality of the device.

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Accessing your PaperCut Account

Students and employees can now log in to their PaperCut account for account information, to release print jobs or view their printing history.

New Students may now add value to their account through secure online credit card payment.

Navigate to <https://printingnc.niagaracollege.ca/user> and log in with your network username and password.

Web Print Release

From your account, print jobs can also be released by using a new feature, web print release. On the left hand side select **Jobs Pending Release**, select the job you would like to print and click the **Print** link. On the next screen select the printer you would like to send the job to. Printers are named after their room location and also contain a helpful description.

Add Value to Your Account for Students

Xerox MFP Functionality

There are several models of Xerox MFPs deployed to meet varying requirements and to match the available footprint where we have space constraints. All models now have the same end user interface for ease of use.

Xerox MFPs are energy saving devices. To reactivate a device, press the button which may be labelled Energy Saver, Power Saver or Power depending on your model.

You will be prompted to login. Tap your NC student or employee card on the attached card reader to login. Forgot your card? Select 'Alternate Login' and enter your network username or ID and password or PIN.

All students and employees using Niagara College computers have a network username and password. For others using our classrooms and labs an ID and PIN can be assigned to use for printing. Please speak with your Niagara College shared services partner.

Printing/Copying/Scanning Step by Step Instructions

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For step by step instructions on Xerox printing/copying/scanning and virtual print queue printing with web print release, please visit .

Xerox MFP Service and Supplies

All service calls must be coordinated and placed through the ITS Help Desk. This allows us to track service performance of the individual MFP units and confirm the unit is operating properly after a service technician completes their work. Xerox service technicians require ITS intervention to access the new devices.

Need supplies? Key operators are to order toner and other consumables direct from Xerox at no additional cost. For smaller or tabletop Xerox MFPs, toner and consumables (except staples) are automatically shipped based on usage. Supplies shipped to you are for that specific device and serial number and cannot be used in another device.

For maintenance kits and other consumable parts, Xerox generally considers these customer installable. Please feel free to contact the ITS Help Desk if assistance is required.

Continue with your current order method for your copy paper needs and contact Purchasing with any paper supply questions.

Please note supplies for all MFPs designated for student use will be monitored and provisioned by ITS same as student printers, i.e. printers in classrooms, labs or the library.

Questions or Need Help?

Students or employees may contact the ITS Help Desk for further information or assistance by emailing ITSHelpDesk@niagaracollege.ca or calling x7642.

A dedicated phone in each Library is available for students to contact the ITS Help Desk.