

Papercut - ID Card Association

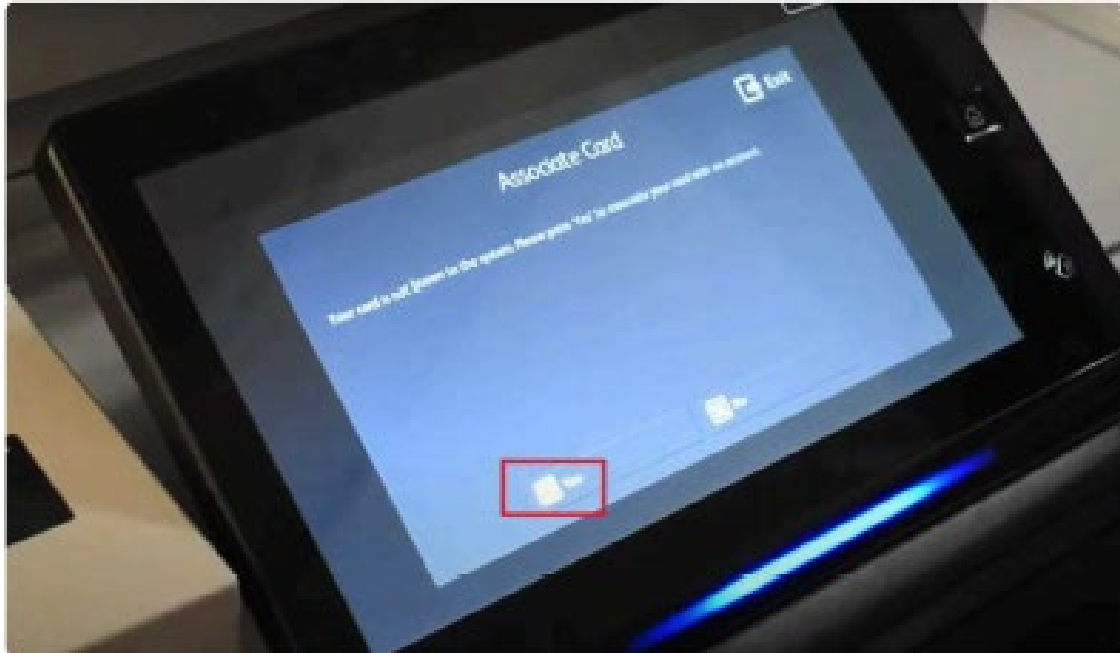
Non-Associated ID Card

If a student has recently received a new ID card after the nightly user sync process, they will need to first associate it with any printer to build a Papercut profile. This profile is necessary to check their balance or add funds to their student account using the cash loader machine or to send print jobs to the printing queue.

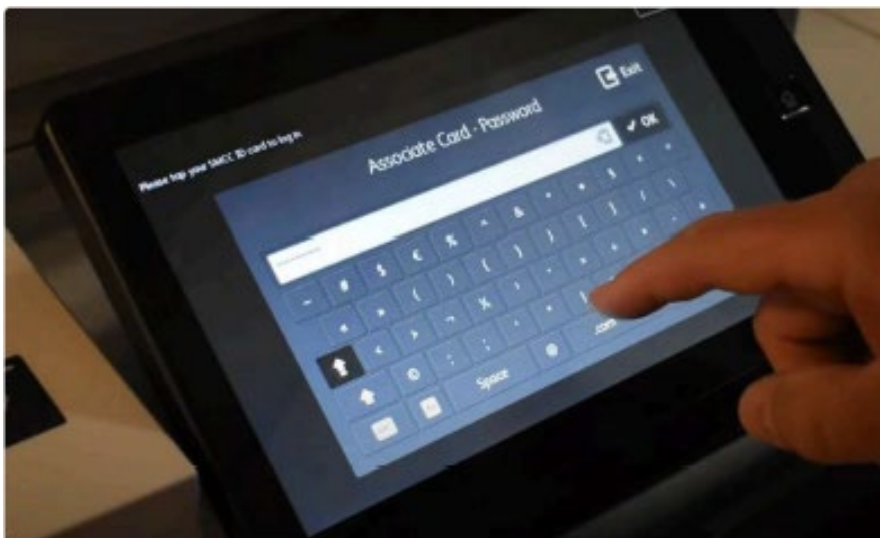
- a) Tap student ID card at the ID card logo at the lower left of the printer.



- b) At the "Associate Card" prompt, tap the green "Yes" button.



- c) Students can login with their username ex: Psmith23 (not their full NC email address) shown below. Then tap the OK checkmark icon to the right of the input field to continue.



- d) At the "Associate Card Password" prompt, have the student enter their NC student password. Then tap the OK checkmark to the right of the password field to continue.

e) If the card association was successful, you will be presented with the "Card Associated" prompt. Tap the green checkmark "Yes" icon at the bottom to conclude. The student will now be able to load funds to their card and send printjobs to the printer.

