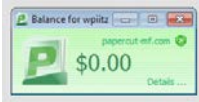


INFORMATION SHEET – STUDENT - PaperCut

1. When you log into a CCC computer on campus, the PaperCut *Balance window* will appear in the right hand corner of your screen.



2. Each semester, students will receive \$10 of credit to be used for printing. Your current balance will appear in the PaperCut *Balance window*.
3. When you print, a *Print Job Notification window* will appear. The student will then confirm the print request and the charge to their PaperCut account. The file is then sent to the printer.

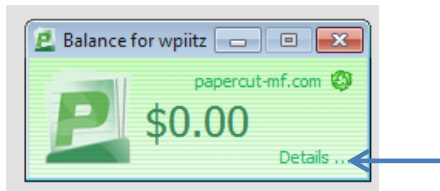


HINT: Remember to always use the **PRINT PREVIEW** selection where possible to ensure you are printing **exactly** what you need.

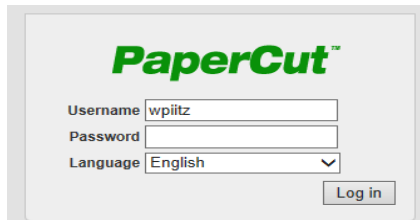
***Please note:**

If you are printing to a **copier/printer**, you will need to scan your ID card or enter your ID # to receive your print job. Printing to a **printer only** will not require an ID card. See your lab assistant for help with printing issues.

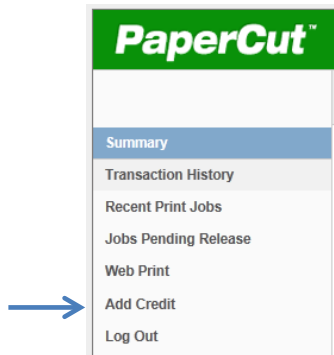
4. Cost for single-sided black & white 8 1/2 X 11 page is 5 cents; duplex (2-sided) is 6 cents.
5. Students may add **additional** money, if needed, onto their PaperCut account in **2 ways**:
 - a. Directly through the student's PaperCut account and processing the sale with your credit card through PayPal.
 - i. Go to the details link in the *Balance window* screen to access the account



- ii. Use your WebCentral user name and password to login.



- iii. Select **ADD CREDIT** (\$5 increments) and follow the prompts that guide you through the sale and to PayPal.



-OR-

- b. Go to any Student Accounts Office and pay with cash, check or credit card.

Other info:

1. If you have trouble printing, see your lab assistant or Student Accounts.
2. Students cannot carry over any of the \$10 credit after the semester ends. The amount will be reset to \$10 at the beginning of each semester. However, if the student has **purchased** additional printing funds- these will be carried over.
3. Students may login to their PaperCut account, to view their printing information/details.