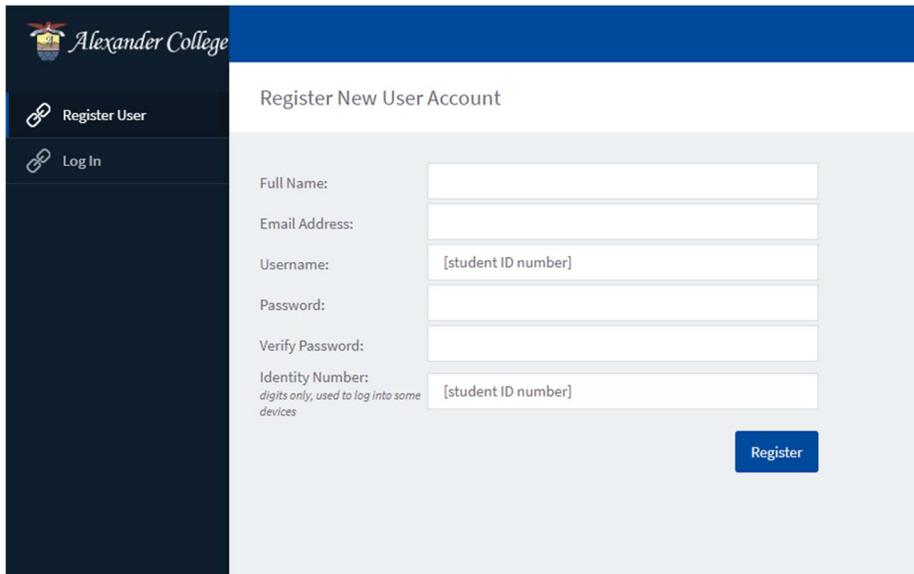


# PAPERCUT - Web Printing Instruction

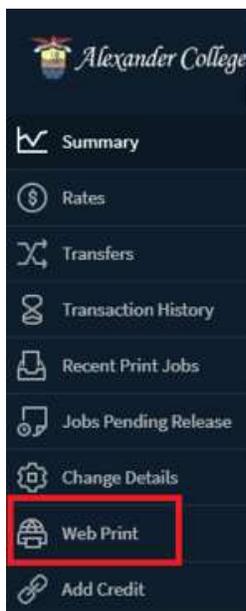
Note: Web printing is available to all students, staff and faculty. You must use one of the desktop computers at the College. Web print does not work through the wifi.

1. Open a web browser (Chrome, Firefox, Edge) and type **172.16.10.60:9191** 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.

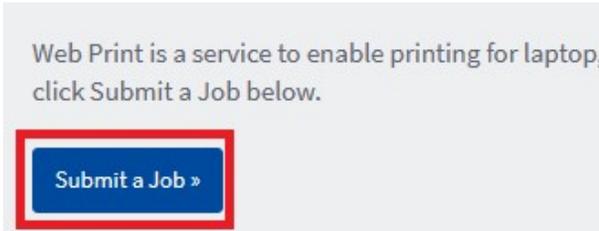


The screenshot shows the Alexander College PaperCut registration interface. On the left is a dark navigation sidebar with the Alexander College logo at the top, followed by 'Register User' and 'Log In' links. The main content area is titled 'Register New User Account' and contains several input fields: 'Full Name:', 'Email Address:', 'Username:' (with a placeholder '[student ID number]'), 'Password:', 'Verify Password:', and 'Identity Number:' (with a placeholder '[student ID number]' and a note 'digits only, used to log into some devices'). A blue 'Register' button is located at the bottom right of the form.

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.



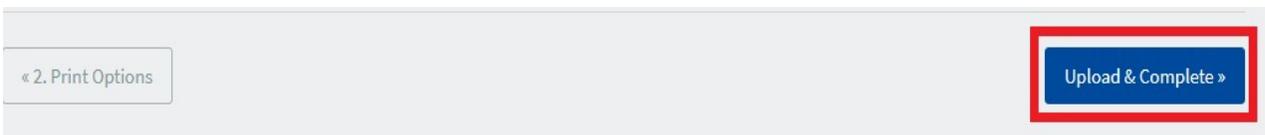
5. Select a printer.

- 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.

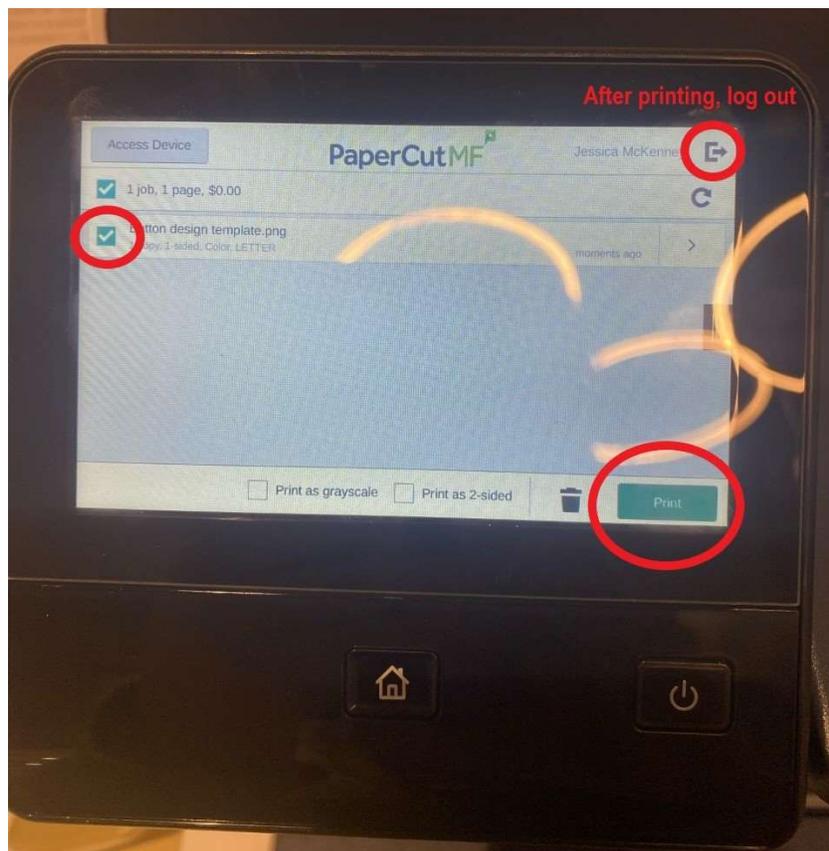


7. After you select a document then click **Upload & Complete**



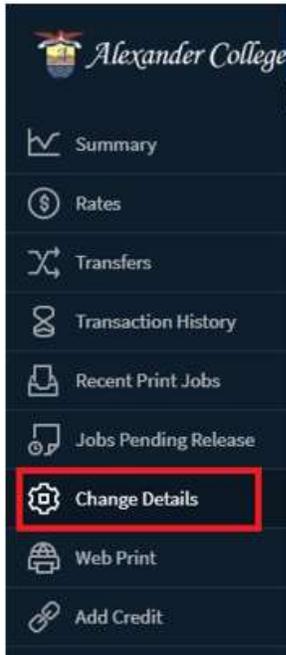
8. Once the document upload is complete, go to one of the Xerox printers and login using your PaperCut username and password. **Do not select the printer from the computer.**

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.

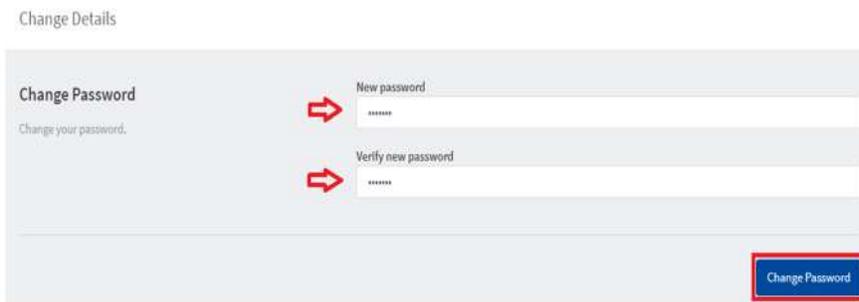


# PAPERCUT – Changing Password Instruction

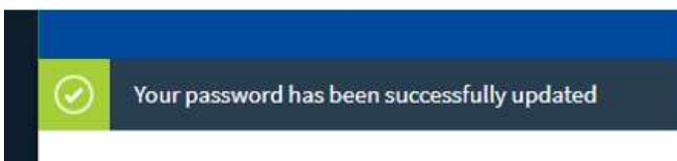
1. Open a web browser (Chrome, Firefox, Edge) and type **172.16.10.60:9191** into the URL field.
2. Log into PaperCut typing your username and password; then click the **Change Details** in the left navigation menu.



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

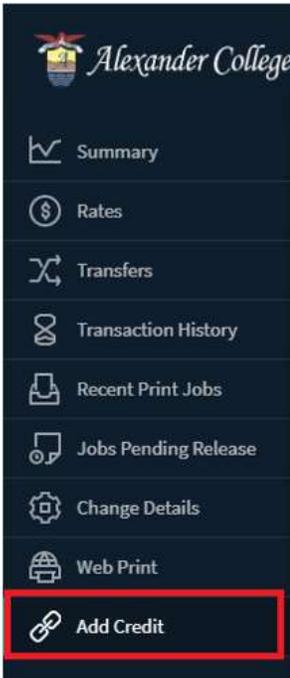


4. After clicking the button, it will show this message on the screen.

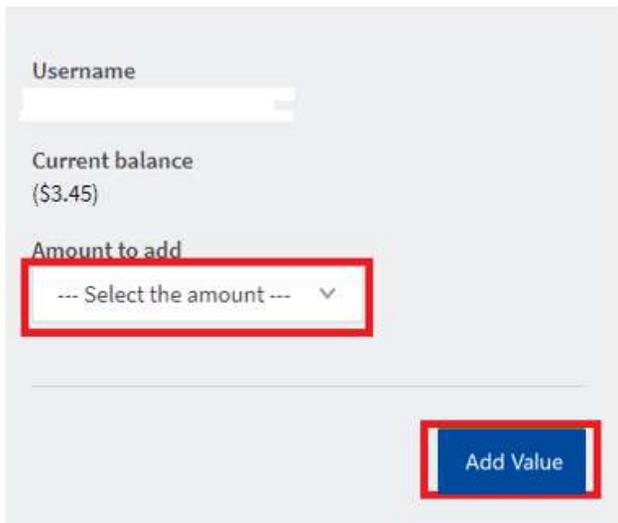


# PAPERCUT – Adding Payment Instruction

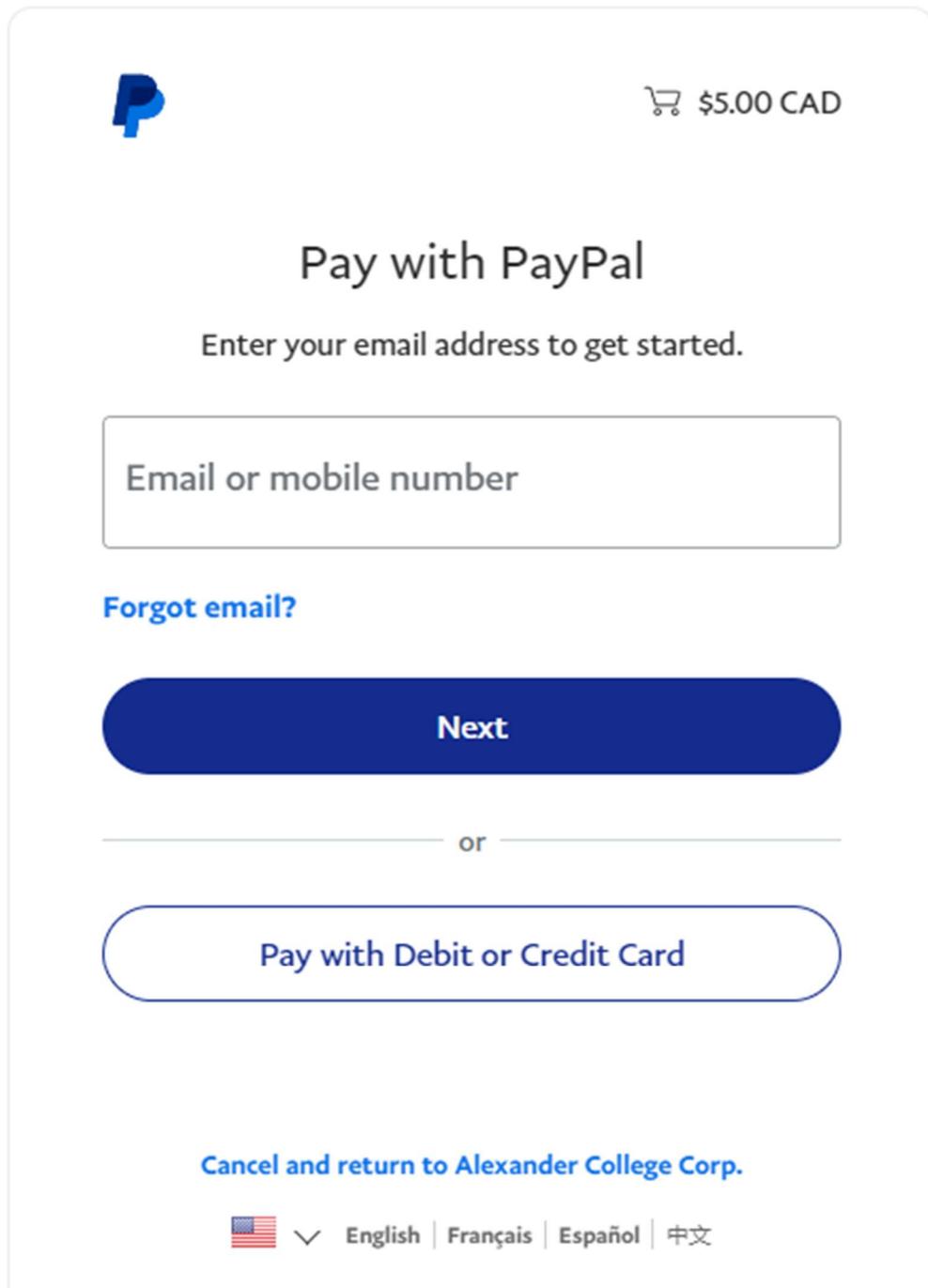
1. Open a web browser (Chrome, Firefox, Edge) and type **172.16.10.60:9191** into the URL field.
2. Log into PaperCut typing your username and password; then click the **Add Credit link** in the left navigation menu.



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

A screenshot of the PaperCut 'Add Credit' form. The form has a light gray background. At the top, there is a 'Username' label and a white input field. Below that is the 'Current balance' label followed by '(\$3.45)'. The 'Amount to add' label is followed by a dropdown menu with the text '--- Select the amount ---' and a downward arrow. The dropdown menu is highlighted with a red rectangular border. At the bottom right of the form is a blue button with the text 'Add Value', which is also highlighted with a red rectangular border.

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



The image shows a PayPal payment screen. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "\$5.00 CAD". The main heading is "Pay with PayPal". Below this is the instruction "Enter your email address to get started." There is a text input field with the placeholder text "Email or mobile number". Below the input field is a link that says "Forgot email?". There are two buttons: a solid blue button labeled "Next" and a white button with a blue border labeled "Pay with Debit or Credit Card". Below the buttons is a horizontal line with the word "or" in the center. At the bottom of the screen, there is a link that says "Cancel and return to Alexander College Corp." and a language selection menu showing a US flag, a dropdown arrow, and the text "English | Français | Español | 中文".



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**.

PayPal \$1.00

### Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region  
United States

Email  
e.gunn@alexandercollege.ca

Phone type  
Mobile

Phone number  
+1

Card number

Expiration date    CVV

#### Billing address

First name    Last name

Street address

Apt., ste., bldg. (optional)

City

State

ZIP code

Shipping same as billing address

Save info & create your PayPal account

By continuing, you confirm you're 18 years or older.

You'll return to the merchant to complete your purchase.

**Pay now as guest**

[Have a PayPal account? Log In](#)

[Cancel and return to merchant](#)

[Français](#) [Español](#) [中文](#)

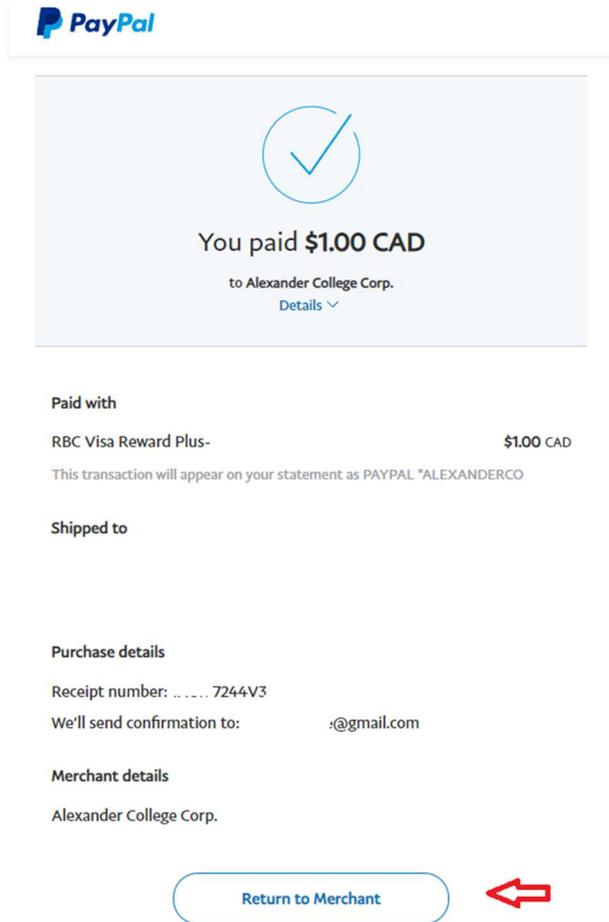
Policies   Legal   Privacy   © 1999 - 2023

**PayPal is the safer, easier way to pay**

No matter where you shop, we keep your financial information secure.



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**.

