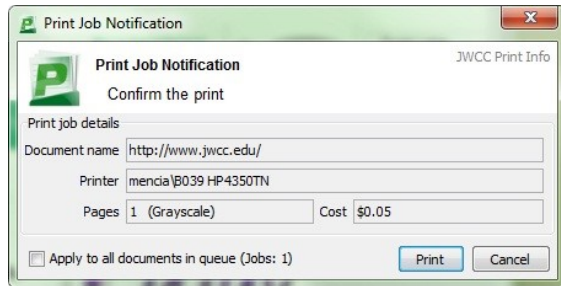


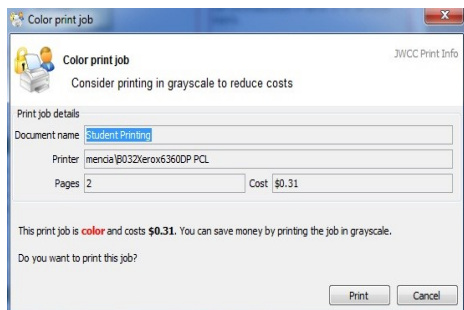
PaperCut Client Software

For students using desktop PCs in labs, or the library, the client software will automatically be installed when you log into the network. It will also work in the Mac Lab.

Each time you try to connect to a printer on the network, the **Print Job Notification window** will appear. It will show the printer you are printing to, the number of pages to be printed and the cost of the print job.



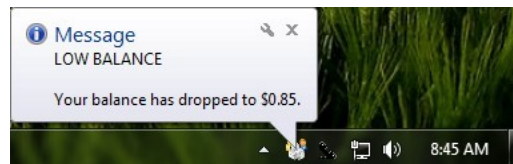
If you print a document in color, an additional print notification box will appear to verify that you are going to print in color



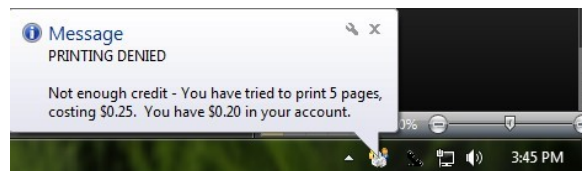
The PaperCut client also displays a running tally of your available printing balance. There is no overdraft option, so once your account hits \$.00, you will no longer be able to print.



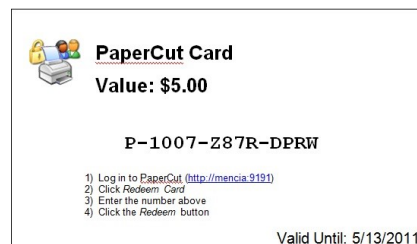
The software will also warn you when your account is getting low. It will also send an email to your JWCC email account.



If your account is low, and you try to print and it's more than what you have in your account, you will receive an error message saying you don't have enough credit, and will need to purchase some more.



When you buy the cards from the bookstore, they will look like the following:



PaperCut Pre-Pay Printing Cards

How to use Pre-Paid Cards:

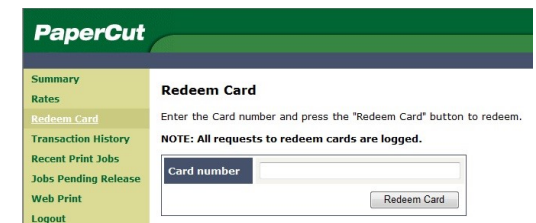
Cards may only purchased from the JWCC Bookstore during regular business hours. You can purchase them in either \$1 or \$5 increments.

The client should be located in the upper-right hand corner. If you don't see it, Open the PaperCut Client Tool window (located in the taskbar or system tray)



Click on Details link. Logon using your JWCC user name and password.

Click on the "Redeem Card" link and type in the code that is on the card you purchased from the bookstore. Click on "Transaction History" link to verify that the funds have been allocated.



| Transaction type | Co |
|------------------|-------------------------------------|
| Card use | Funds allocated from card number "1 |

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