

HOW TO PRINT TO THE NEW PAPER CUT PRINT BILLING SYSTEM

The student Multi-Function Printers (MFPs)* and desktop printers** at all Nelson Mandela University campuses have been successfully migrated from the dated PCounter print billing system to the new enhanced PaperCut system.

This detailed HowTo document has been created to assist you with the steps required to print to the new system. Take note this information is only applicable to MFP's and not desktop printers. Jobs submitted to desktop printers will immediately print without having to release the print job/s.

A major benefit of the new system is the ability to print to two global print queues i.e.

- Student-COLOUR-Global-Q*** and
- Student-MONO-Global-Q****

You will also be able to release your print job/s at any of the MFPs in the following student areas:

All Nelson Mandela University Libraries

General student labs such as Aberdare Lab, Ebeit Lab, ABSA Second Avenue Lab, Missionvale General Lab, Protea Res Lab, Bird Street Lab, Veritas Res Lab

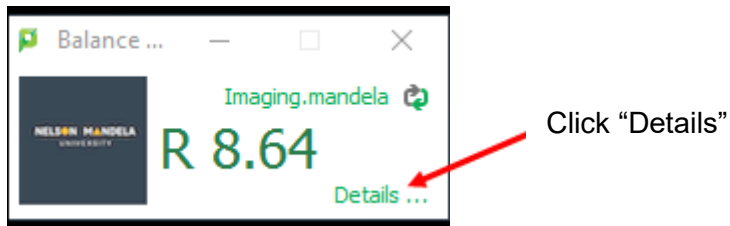
NOTE: In dedicated departmental student labs i.e. Education Resource Centre, Architecture, Fashion, School of Languages the print queue visible on the pc's in the lab will be specific to those labs only i.e.

- STUD-EDU-RESOURCE-LAB-P1-MINOLTA-C360
- STUD-Fashion-Lab-Xerox7120

In addition, you will notice the PaperCut client in the system tray as highlighted in the image below in red.



Once you open the PaperCut client the below window will pop up.



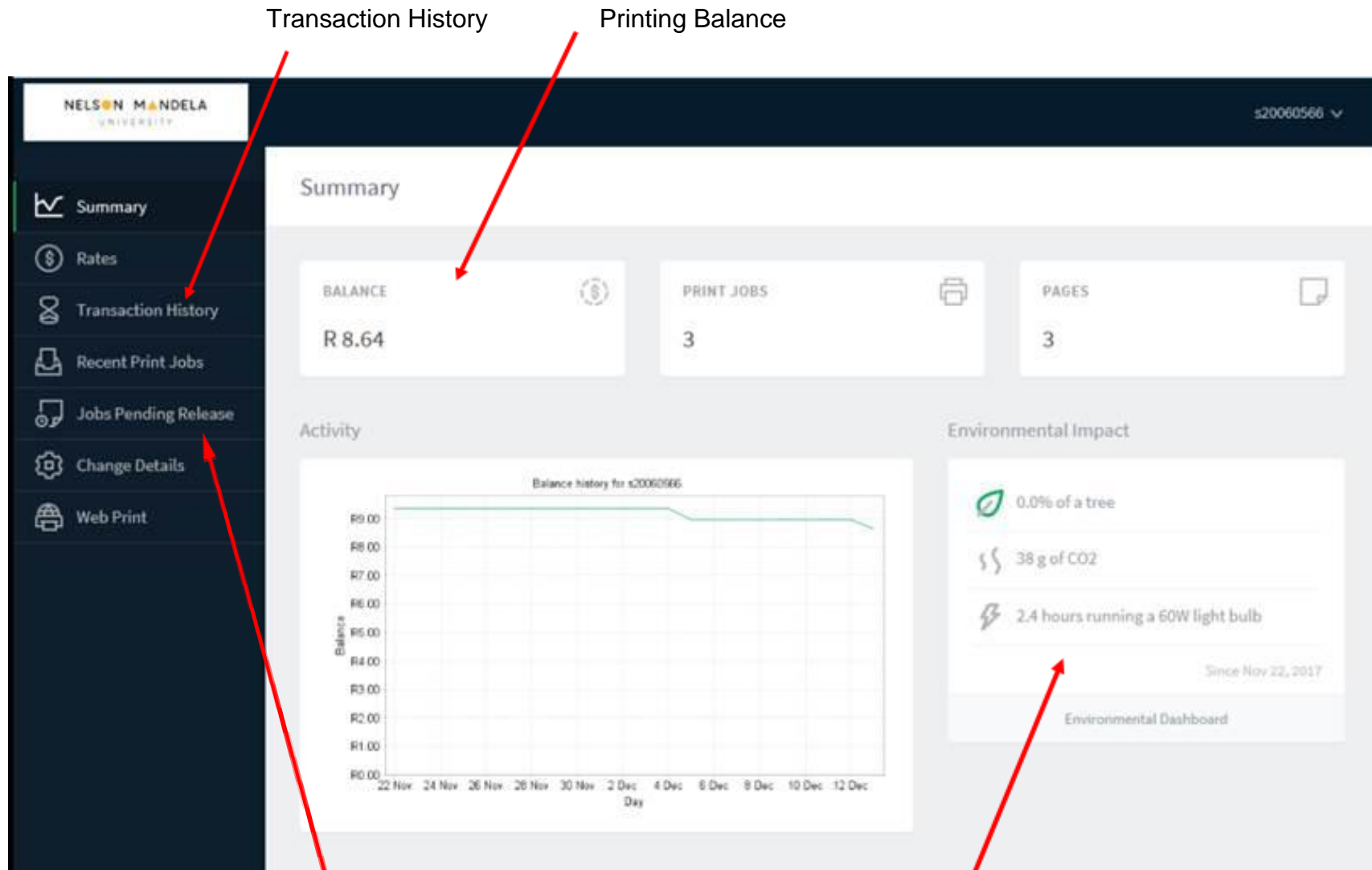
In order to view a list of more options that are available, please click on "Details" as indicated above. The below window will then appear for you to enter your student credentials as illustrated in the picture below.



The screenshot shows a login form for Nelson Mandela University. At the top is the university's logo. Below it are three input fields: 'Username' with the value 's209059176', 'Password' with masked characters and a toggle icon, and 'Language' with 'English' selected and a dropdown arrow. A dark blue 'Log in' button is at the bottom.

With this PaperCut widget, various printing information such as (as indicated in below picture):

- printing balance,
- current print jobs pending release,
- transaction history
- as well as a report on CO2 and carbon emissions can be viewed



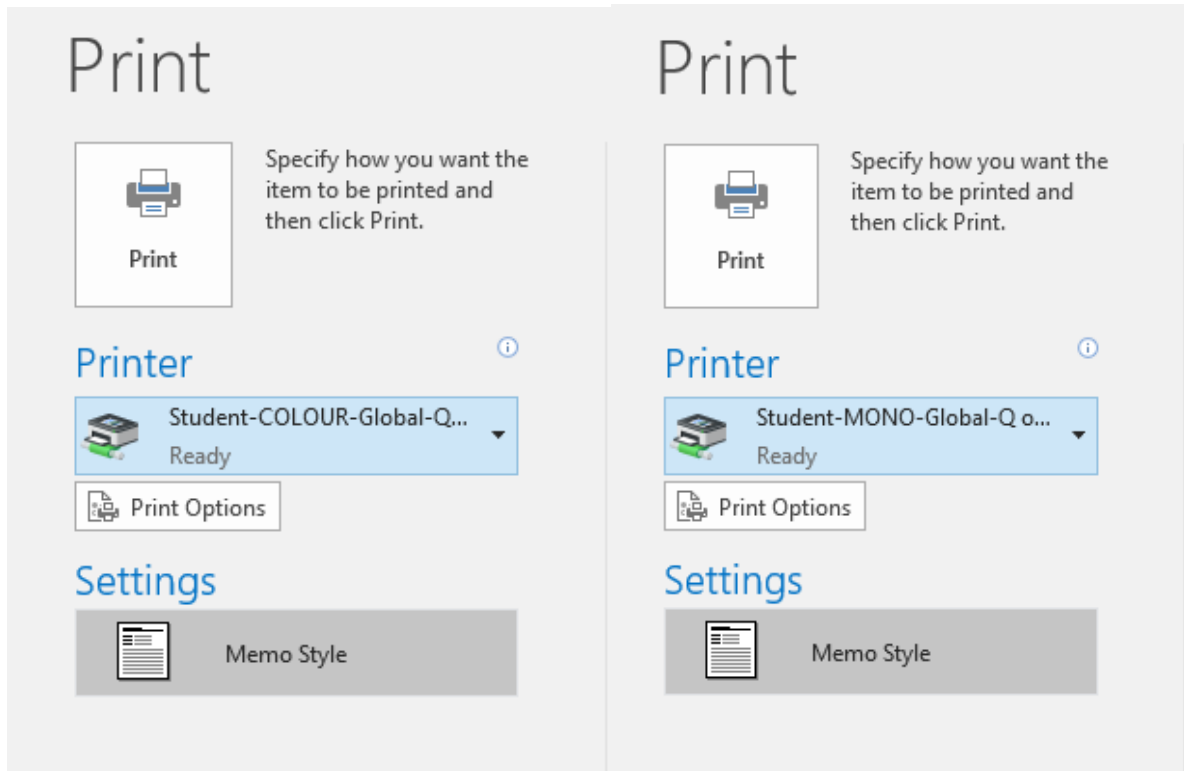
Transaction History

Printing Balance

Current Print Jobs Pending Release

CO2/Carbon Emissions

When printing any document please ensure that the Student-COLOUR-Global-Q and Student-MONO-Global-Q is selected. In most cases it will be selected by default but if an alternate printer is set to default, it will not be so.

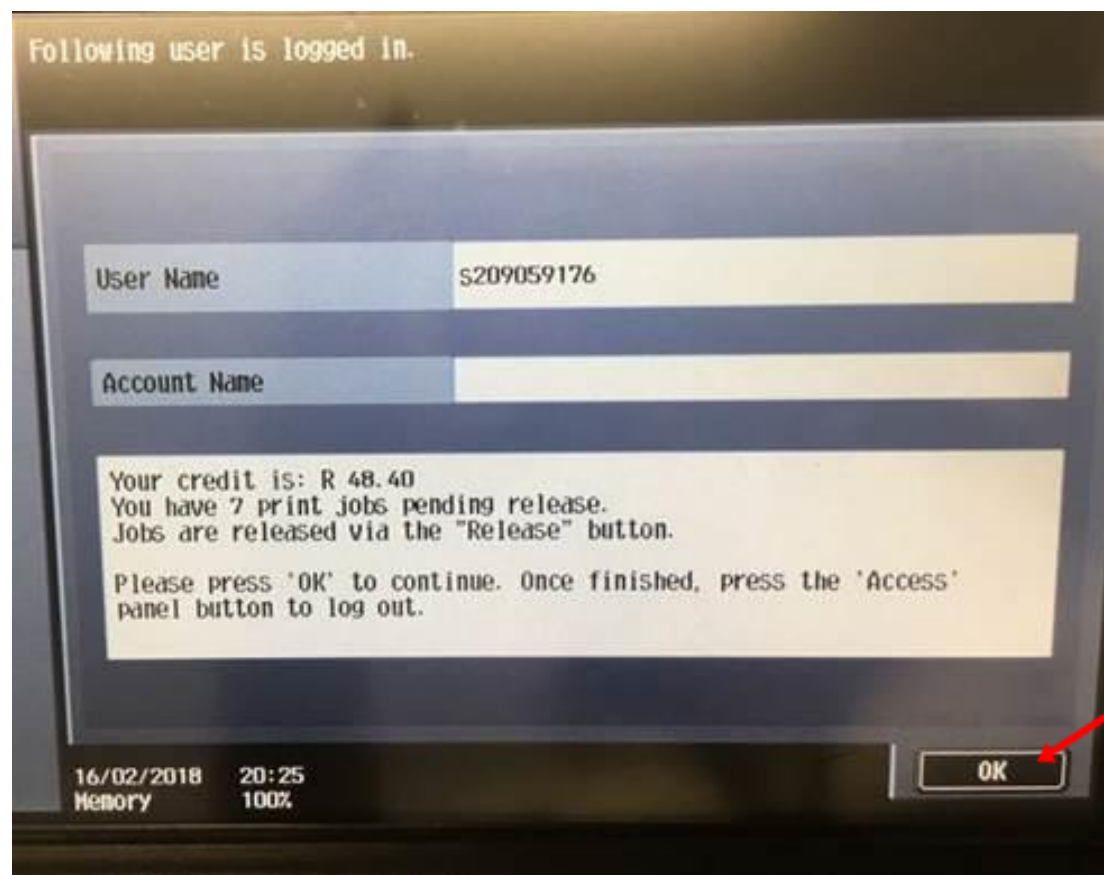


To release your print job at any of the MFDs it is advisable to scan your student card at the card reader as illustrated below in order to log in easily.



Alternatively, you can log in using the onscreen keyboard of the MFP.

Once logged in the below screen will display. Press "OK" to continue.



Please follow the prompts below in order to release your print job/s.

1. Click on the “Release” button below to take you to your list of available print job/s.



2. Make a selection via the following list of pending jobs.

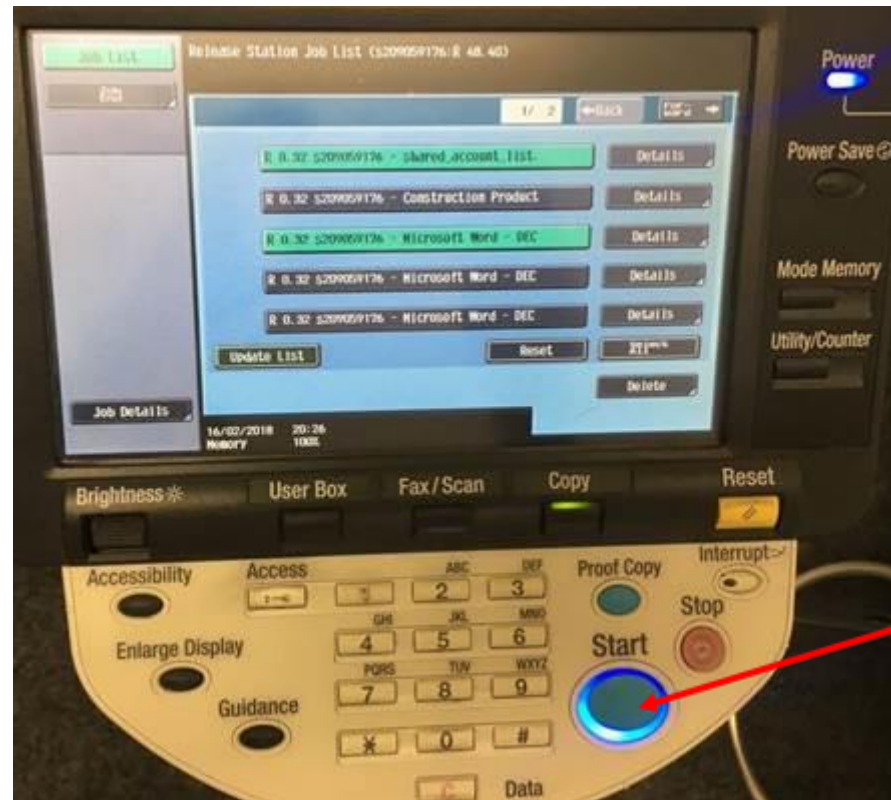


Select one/more multiple jobs for printing

Or have the option to "Select All" jobs for printing

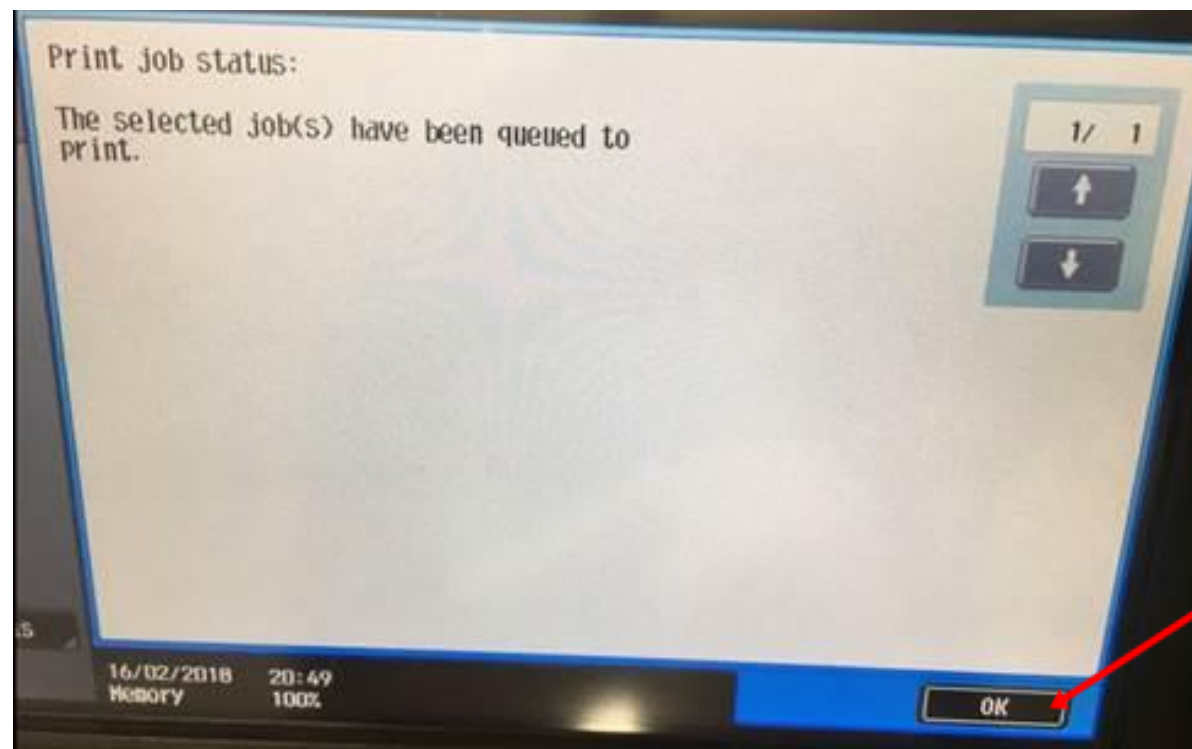
Or have the option to "Delete" all/one print job only

3. Once you have made a selection/s press the Start button as per below picture to start printing.



"Start" button

The following window will display as a notification reminder that your print job is about to print. Press “OK” to continue.



Press “OK”

You are also able to copy documents and scan documents from the MFPs to your email as before.

** MFP – Printing, copying and scanning combined*

*** Desktop Printing – Printing only*

**** Student-COLOUR-Global-Q – Print queue to be used for colour printing*

***** Student-MONO-Global-Q – Print queue to be used for black/white or mono printing*