

New Printing & Copying Software Fact Sheet for Students

This summer, the College launched a new printing and copying system. This new system includes state-of-the-art Xerox devices and a management software system called PaperCut. Some differences between the old system and the new Papercut system are as follows:

1. The first time you swipe your Camel Card at a new Xerox device, you will have to type in your College username and password in order to activate your PaperCut account on your Camel Card.

2. Students are assigned an initial \$30 in printing funds through their PaperCut user account. A link will be available through CamelWeb to view account balances, transaction history and other user data.

3. Once a student exhausts the initial \$30 in printing funds, the software system will automatically default to the student's Camel Cash account. Printing transaction fees will be charged to that account.

4. The student's Camel Cash account must have a positive balance in order for the student to continue submitting printing and copying transactions. Funds can be deposited to a Camel Cash account using the Camel Card account link in CamelWeb. In addition, parents, relatives and friends can make deposits to a student's Camel Cash account on the Camel Card Office website at www.conncoll.edu/camel-card/camel-cash. The minimum deposit amount is \$1 and all deposits are instantly available.

5. To print by email, attach a Microsoft Office document, PDF, or graphics image file and send from your *@*conncoll.edu account to one of the email addresses listed below:

To print a black and white document: camelprint@conncoll.edu

To print a color document: camelprint_color@conncoll.edu

6. To log out at a machine, you can swipe your Camel Card or use the logout function on the device screen.

7. All device error messages or malfunctions should be reported by placing a Web Help Desk ticket on CamelWeb.

8. Any questions about account balances or transaction costs, as well as requests for refunds, should be submitted by placing a Web Help Desk ticket on CamelWeb.

If you have other printing/copying questions, email the Print Shop at printshop@conncoll.edu.

Sincerely,

The Print Shop and Camel Card Office staff

Connecticut College Student User Instructions at the Xerox Multifunction Printer (MFP)

1. FIRST TIME USE OF A XEROX MFP

a. Swipe your Camel Card



b. For the first time only, you will have to associate your Camel Card to your user account by logging in with your College user name and password.

Remote Session is active.		Guest Remote User	Log In / Out	Power Saw
Associate Card	Exit	Yes No		Help
Your card is not known to the system. Please press 'Yes	s' to associate your card with	an account.	ABC GHI JNL GHI JNL GHI JNL GHI JNL GHI ST DORS TUN 7 8 0 Did Pause C) 3 MNO 6 WXYZ
Services Home Services	Job Status Machine	e Status	Clear A Interrupt	Stop

c. Enter your user name and press "Done."

Remote Sessio	is active.	Log In / Out Power Sor
Associate Co	rd - Username 🔀 Cancel	Language Help
printshop	Done	ABC DEF
1 2	3 4 5 6 7 8 9 0 ()	GHI JRL MINO
q	w e o r o t o y u o i o o p /	PORS TLV WXYZ 7 8 9
a	s d f g h j k l ; · o	Dial Pouse
	z x c v b n m ,	C
?#8	Space @ .com • • • • ENG	Clear All Interrupt Stop
	Services Home Services Job Status Machine Status	
		Start

d. Enter your College password and press "Done."



e. If successful in associating your Camel Card, you will see the below screen. Press "Yes" to move to the next screen.

Remote Session is active.	1/1729-5L	Guest Remote User	\circ	ower Save
Card Associated	Exit	Yes No	inguoge	Help
Successfully associated card with account. Press 'Yes' to continue.	1		1 2	DEF 3
			1 2 GHI JRL 4 5	3 ₩ 6
			PQRS TUV	wxvz 9
			* O	•
			00	
		Ir	Clear All	Stop
Services Home Services Job Stat	us Machine Statu	15		۲
	\bigcirc		0	

2. **PRINTING** - Once logged in, you will see your "Held Print Jobs" screen. If you have print jobs waiting to be printed, a list of your print jobs will be displayed.

Held Print Jobs			Print All	Use Copier	Refresh	Language	
Document	Pages	Cost					
PaperCut vs. The Rest Fit-Gap Cor	mpai 3	\$0.18					-92
TWN4 Simple Protocol DocRev6.p	df 73	\$6.57				GHI JK	
TWN4 AppBlaster User Guide Docl	Rev: 16	\$1.44				PORS TU	
PaperCut MF - Xerox Secure Acces	s El 37	\$2.22	1/1			* 0)
						Dial Pause)
						Clear	All
						Interrupt	

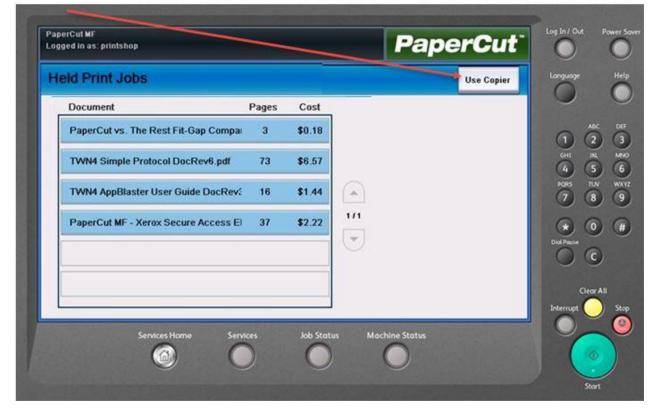
You can choose a single print job or print all of the jobs waiting.

					Paper			
Held Print Jobs				Print All	Use Copier	Refresh	Language	
Document	1	Pages	Cost					
PaperCut vs. The Rest Fit-G	Sap Compa	3	\$0.18				1	
TWN4 Simple Protocol Docl	Rev6.pdf	73	\$6.57				GHI JA	
TWN4 AppBlaster User Guid	le DocRev:	16	\$1.44				PORS TL	N
PaperCut MF - Xerox Secure	e Access El	37	\$2.22	1/1			* 0	0
				\bigcirc			Dial Pause)
							Clea	A
							Interrupt	
Services Hom	ie Servi	ces	Job State	is Machir	ne Status			-
	C		\bigcirc	(\mathbf{O}			>

If you choose to print one document, the screen will display the job details. You have the option to delete or print the job.

leld Print Jobs			Print A	All Copier	Refresh	Language	
Document	Pages	Cost	_				
PaperCut vs. The Rest Fit-Gap Compa	3	\$0.18			Protocol DocR	n ĉ	вс 2
TWN4 Simple Protocol DocRev6.pdf	73	\$6.57		Printed By: papercutadmin Time:	Î.	GHI J	2
TWN4 AppBlaster User Guide DocRev?	16	\$1.44		8:21 Client:		1000	B
PaperCut MF - Xerox Secure Access El	37	\$2.22	1/1	PAPERCUT Pages: 73		•)
				Cost \$6.57		Dial Pause	9
				Delete	Print	Clea	r A
						Interrupt	

3. **COPYING** - If you aren't printing a held print job, press "Use Copier" to access the copier functions.



You will see this screen to select copier functions.



4. **SCAN TO EMAIL** – When you choose "Scan to Email", PaperCut will populate your email address in the "To:" and "From:" fields.

Email (1)	Advanced Settings	Layout Adjustment	Email Options	Job Assembly	
To: printsho printshop@c				Sender's Name printshop	1 ABC GHI JNL
				From print shop@conncoll.edu	4 5
				Scanned from a Xerox	Diol Pause
	2-Si	ded			© ©
Auto Detect	Sca 1-Sided	nning	Original Type	File Name Scanned from a Xerox	Clear A

5. **CHECK YOUR BALANCE** - To confirm your initial \$30 Printing Funds balance or check your remaining Printing Funds at any time, press "Select Account."

Select a service. Remote Session is active.		Printshop	Log In / Out Power Saver
Copy	E-mail	Print From	Language Help ABC DEF 1 2 3 GHT JRL MNO 4 5 6 PQRS TUV WX1Z
			7 8 9 * 0 # Dial Pause C
Workflow Scanning	Select Account	Print Release	Clear All
Services Home	Services Job Status I	Machine Status	Start

To return to the copier functions menu, press "Use Copier".



6. **LOG OUT** – To log out, swipe your Camel Card or press the upper right hand corner of the screen and choose "Log Out."

Select a service. Remote Session is active.		Printshop	1 Power Save
Copy	E-mail	Log Out Close Menu Print From	ABC DEF 1 2 3 GHI JIL MNO 4 5 6 PQRS TUV WXYZ
			7 8 9 * 0 # Did Pause C
Workflow Scanning	Select Account	Print Release	Clear All Interrupt Stop
Extended Service Services Home	Services Job Status	Machine Status	Start