TheChicagoSchool®
of Professional Psychology

PAPERCUT USER WEB INTERFACE

Please note that you must be on Campus in order to access the PaperCut End User Web Interface

https://papercut.thechicagoschool.edu/user

Edit   View   Favorites   Tools   Help

1

Open up a web browser and type in the following URL:

PaperCut
MF 18.3

2

Enter your Username and password

3

Click Login

| Username | username |
| Password | ●●●●●●●● |

Log in

🌐 English ▾

Once logged in, you will be at the Summary page of the End User Web Interface

- **Summary**: *A summary of usage.*
- **Recent Print Jobs**: *A list of the user's recent printing.*
- **Change Details**: *Change card/ID Pin*
- **Web Print**: *Allows users to upload documents for printing*
- **MFP Information**: *View additional multi-function printer information*

PaperCutMF

Summary

Summary		
Recent Print Jobs		
Change Details		
Web Print		
MFP Information		

CARD/ID	PRINT JOBS	PAGES
[show]	44	204

Environmental Impact

🌿 0.2% of a tree

〰 742 g of CO2

⚡ 46.8 hours running a 60W light bulb

Since Oct 22, 2018

Environmental Dashboard

You can review your card ID, total print jobs, pages, and environmental impact

Environmental Impact

This area highlights the environmental aspects of end users printing habits.
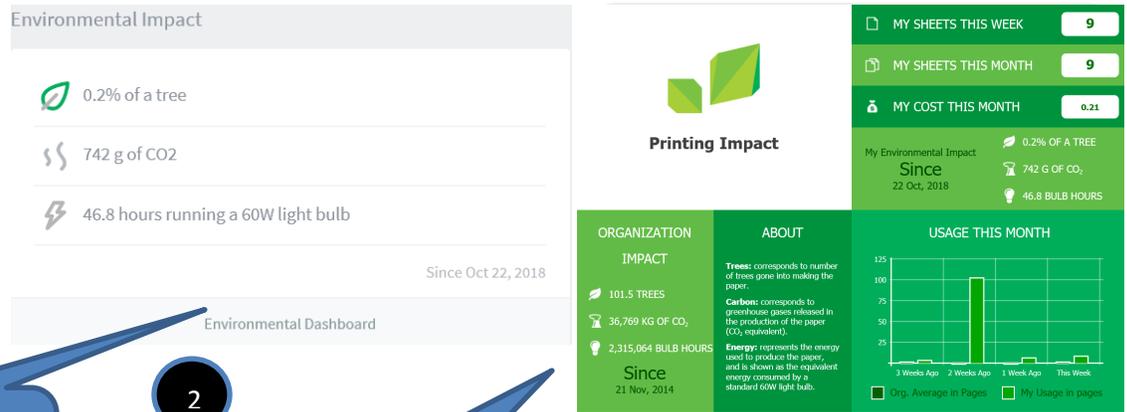
1 Open the Environmental Dashboard to view

2 Shows how printing equates to trees, CO_2 emissions and energy.

Recent Print Jobs

This area allows a user to see the cost of their print jobs, or to find a particular print job. The filter criteria allows for many different views of printing, and can be used to easily drill-down to find the information required. This is also the area in which end-users can request a refund.

DATE ▼	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
Jan 4, 2019 11:59:00 AM	cbui	irv-print01\IRV Faculty Staff 430 Toshiba es657	4	0.04	Microsoft Word - Panopto	LETTER (ANSI_A) Duplex: Yes	🖨 Printed
Jan 4, 2019 11:37:08 AM	cbui	irv-print01\IRV Toshiba	1	0.01	Microsoft Word - Software center	LETTER (ANSI_A) Duplex: Yes	❌ Cancelled 💲 Not Charged
Jan 4, 2019 11:21:37 AM	cbui	irv-print01\IRV Faculty Staff 430 Toshiba es657	1	0.01	20180210_172342.jpg	LETTER (ANSI_A) Duplex: Yes	🖨 Printed
Jan 4, 2019 11:18:01 AM	cbui	irv-print01\IRV Toshiba	7	0.07	DUO SECURITY.pptx	LETTER (ANSI_A) Duplex: Yes	❌ Cancelled 💲 Not Charged

1 This page displays the user's printing history

2 To cancel a print job, click "Cancelled"

Change Details

This area allows a user to change their card/ID pin

Enter new Pin

1

Change Details

Change Card/ID PIN

Change your pin.

New PIN

Verify new PIN

Change PIN

Click "Change Pin"

2

Web Print

Web Print is a printing solution ideal for laptops and other non-domain connected systems. This page allows users to upload documents for printing, rather than requiring the print queues to be installed on their system. The user will be guided through a wizard where they can select a printer, choose options such as number of copies, and select a document to upload. The document will then be queued for printing and the user can track its status from this page.

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users v

Submit a Job »

SUBMIT TIME   PRINTER   DOCUM

Select "Web Print" from the Menu

1

Select "Submit a Job"

2

PRINTER NAME ↑	LOCATION/DEPARTMENT
○ chi-print01\Chicago Toshiba (virtual)	
○ irv-print01\IRV Toshiba (virtual)	
○ la-print01\LA Toshiba (virtual)	
○ wdc-print01\WDC Toshiba (virtual)	WDC
○ ww-1990-print1\WW Toshiba (virtual)	
○ ww-print01\WW Toshiba (virtual)	Westwood

« Back to Active Jobs

2. Print Options and Account Selection »

Select a Printer to send the print job to   3

Click on Print Options and Account Select   4

Copies

1

3. Upload Documents »

Select the amount of copies needed   4

Select Upload Documents   5

Drag files here

Upload from computer

You can also drag and drop your files from your PC desktop

This area shows supported file types

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xltx ... PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt P... ...ture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

Select "Upload from computer" to browse to your document

6

Upload & Complete »

Web Print

1. Printer   2. Options   3. Upload

Upload

Select docu

7

Open

Desktop ▸

Search Desktop

Organize ▾   New folder

Favorites
  Desktop
  Downloads
  Recent Places

Libraries
  Documents
  Music
  Pictures
  Videos

Computer
  Local Disk (C:)
  dwade (\\tcses.o...
  ImageNow v7.1 (
  Archive (\\PPLA-

Libraries
System Folder

Computer
System Folder

Adobe Acrobat XI Pro
Shortcut
1.97 KB

AnyDesk
Shortcut
1.84 KB

Intel® HD Graphics Control Panel
Shortcut
704 bytes

Skype
Shortcut
1.27 KB

U-Console

Dartagnan Wade
System Folder

Network
System Folder

Adobe FormsCentral
Shortcut
2.08 KB

Google Chrome
Shortcut
2.13 KB

N-Able x64
Shortcut
1.69 KB

TeamViewer 13
Shortcut
1.01 KB

U-Control

Browse and select the file/document you wish to upload

File name: All Files

Open   Cancel

« 2. Print

Upload & Complete »

Select Upload & Complete

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit a Job »

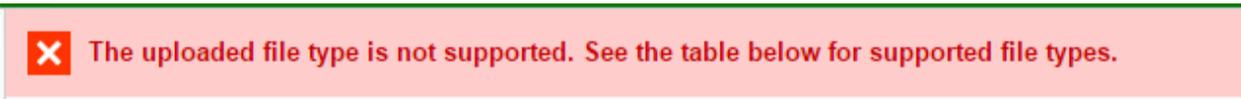| SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jan 4, 2019 1:22:01 PM	irv-print01\IRV Toshiba	Utelogy Training.pptx	7	0.07	Held in a queue

9

Your document was successfully submitted to the printer

Errors

If you received the following error message, the file type that you attempted to upload is not supported. Please refer to the area showing the accepted file types.

❌ The uploaded file type is not supported. See the table below for supported file types.

If you receive any other error messages, please contact your Administrator/ IT Department.