

PHASE 2: CREATING/CHANGING USER PIN CODE

Please note that you must be on a campus computer in order to access the printing system's Web Interface. Please complete Phase 1 ID card registration before continuing with these instructions. This set of instructions needs to be completed only once.

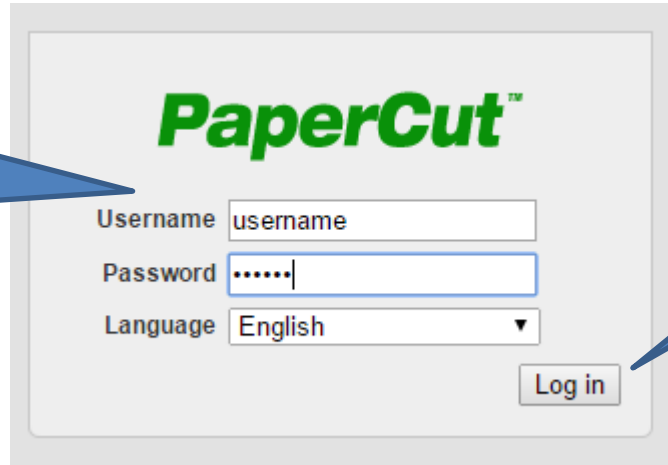
1

Open up a web browser and type in the following URL:
(it can take few seconds for the page to load)

← → ↻

2

Enter your Chicago School Username and Password



PaperCut™

Username

Password

Language ▼

3

Click Login

Change Details

PaperCut™

Summary

- Summary
- Rates
- Redeem Card
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Change Details
- Web Print
- Log Out

Username: jucin (4) Ucinski)

Activity

Balance history for jucinski

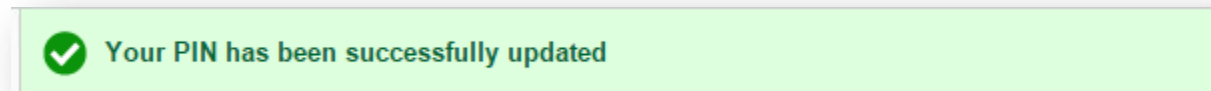
Day	Balance
21 Dec	\$10,000.00
28 Dec	\$10,000.00
4 Jan	\$10,000.00
11 Jan	\$10,000.00

The screenshot shows the PaperCut Summary page. A callout box points to the 'Change Details' menu item with the text: 'Select "Change Details" from the Menu and proceed to step 5'. A circled number '4' is next to the username 'jucin Ucinski)'. Below the menu is a line graph titled 'Balance history for jucinski' showing a constant balance of \$10,000.00 from Dec 21 to Jan 11.

This area allows end users to change their Card/ID Pin Numbers. Old pin numbers are not required in order to create a new one.

The screenshot shows a web form titled "Change Card/ID PIN". It contains two input fields: "New PIN" and "Verify new PIN". A "Change PIN" button is located to the right of the "Verify new PIN" field. Two blue callout boxes with numbered circles provide instructions: callout 5 points to the input fields with the text "Create a new 4-digit pin code and type it in both boxes"; callout 6 points to the "Change PIN" button with the text "Click Change PIN".

Once your pin is changed, you will receive the following message:



Please remember your PIN code. If you forget your PIN code you can go back to “Change Details” section to recreate your PIN code.

To learn more about MFP functionality and for step by step instructions please visit <https://my.thechicagoschool.edu/community/studentresources/IT/Pages/Multifunction-Printers.aspx>

Please note, previously mapped multifunction printers are no longer operational. In order to utilize printing to new MFPs you will need to map appropriate printer queue:

- For Chicago use \\Chi-print01\Chicago Toshiba
- For Irvine: \\irv-print01\IRV Toshiba
- For LA: \\la-print01\LA Toshiba
- For DC: \\wdc-print01\WDC Toshiba

For more detailed information on adding that printer queue please visit <https://my.thechicagoschool.edu/community/studentresources/IT/Pages/mfpgettingstarted.aspx> and click on “Adding MFP printer queues on PC” or “Adding MFP printer queues on a Mac”.