TheChicagoSchool®
of Professional Psychology

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)

https://papercut.thechicagoschool.edu

PaperCut. MF 18.3

2

Enter your Chicago School Username and Password

Username

Password

Log in

3

Click Login

English

Change Details

PaperCutMF

Summary

Summary

- Summary
- Recent Print Jobs
- Change Details
- Web Print
- MFP Information

4 Select "Change Details" from the Menu and proceed to step 5

ARD/ID

[show]

PRINT JOBS

9

PAGES

65

Environmental Impact

- 0.0% of a tree
- 175 g of CO_2
- 11.1 hours running a 60W light bulb

Since Oct 22, 2018

Environmental Dashboard

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.

Change Details
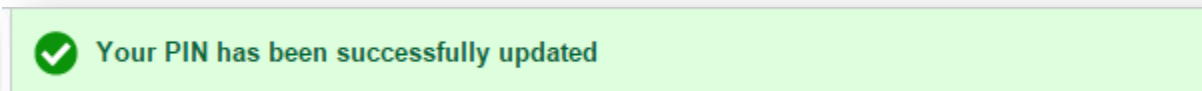
Change Card/ID PIN
Change your pin.

New PIN

Verify new PIN

5 Create a new 4-digit pin code and type it in both boxes

Change PIN

6 Click Change PIN

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

✓ Your PIN has been successfully updated

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".