EaglePrint
User Guide
Houston Community College (HCC)
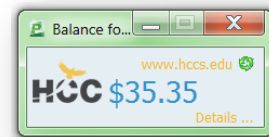
General Information:

- **Print Management Software =** PaperCut
- **HCC Printing System Name =** HCC EaglePrint
- **EaglePrint Student Account =** Active Directory-AD Username ("W" Number)
- **EaglePrint Student Password =** Active Directory-AD Password
- **EaglePrint Guest Account =** Visitor Account for printing (Permanent account)
- **EaglePrint Pay-Station Kiosk =** HCC Eagle Print station to add cash funds (Bills and Coins)
- **EaglePrint ID Number =** HCC Student ID Card.

Printer and Pay-Station Naming Convention:

Black and White Printers: 2 Campus Letters – 2 Building Letters Room# - BW1…BW2

> i.e: SE-AM210-BW1 *(Southeast-Building AM Room 210- Black and White Printer)*

Color Printers: 2 Campus Letters – 2 Building Letters Room# - Color

> i.e: CO-CO156-Color *(Coleman-Building CO Room 156- Color Printer)*

HCC Global Black and White Printer: To be installed college wide in all student areas

> HCCEaglePrint-BW *(Students send to this black/white printer and print anywhere)*

HCC Global Black and White Printer: To be installed college wide in all student areas

> HCCEaglePrint-Color *(Students send to this color printer and print anywhere)*

Pay-Station Kiosks: 2 Campus Letters – 2 Building Letters Room# - Kiosk

> i.e: SE-AM210-Kiosk *(Southeast-Building AM Room 210- Pay-Station Kiosk)*

Students printing directly to lab B/W printers: Use their HCC Log in Account (AD *Username + Password*) to send a print job directly to the B/w printer in their lab area.

Students printing to the Global print queues: Use their HCC Log in Account (AD *Username + Password*) to send a job from the workstations and *Print this Job at any* Pay-Station.

Students use their HCCID Card (**No Password required**) to access the Pay-Station, or students may choose to enter their College AD Account (*Username + Password*) when adding cash funds to their EaglePrint accounts or when releasing a Print Job.

Faculty/Staff use their HCC Log in as their EaglePrint Account (AD *Username + Password*) to print from the workstations; staff members are not restricted from printing at the student printers.

Guests will continue to log in to HCC computers via a generic account provided by the College, and create a print account in the HCC Eagle Print System via a Web Interface in order to pay for print jobs.

> The PaperCut **Guest Registration Interface** may also be accessed from anywhere on the network by opening any internet browser and typing the following URL: http://eagleprint:9191/register

1.0 Sending a Print Job directly from a workstation as student (Direct Printing)

Students or Guest Users click the **Printer icon** on the standard toolbar or select the **Print Command** from the File Menu or press **Ctrl+P** on their keyboard to select the specific printer.
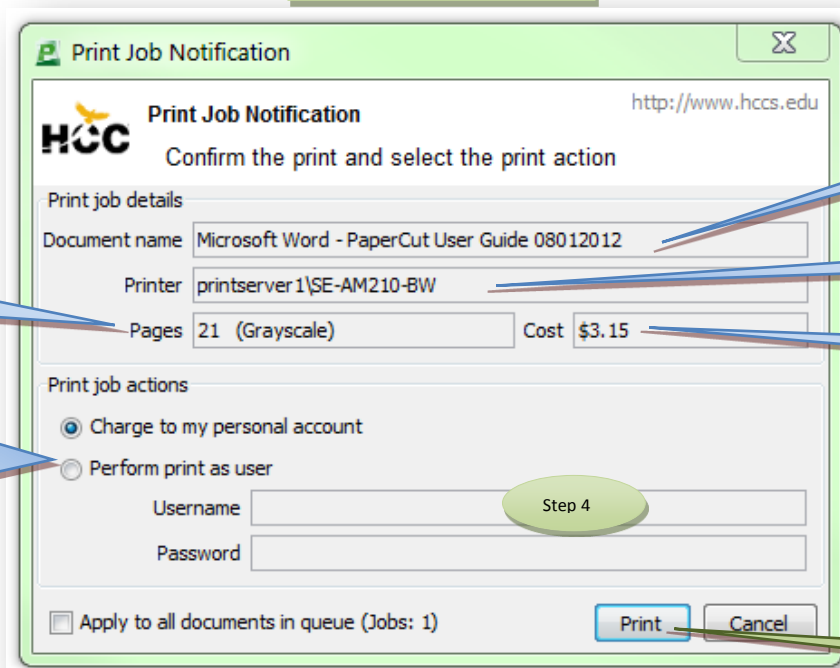
Note: Users have a choice of selecting the **Default** Black and White Printer or a **backup** printer in locations where there is more than one physical printer.

Step 1

Step 2
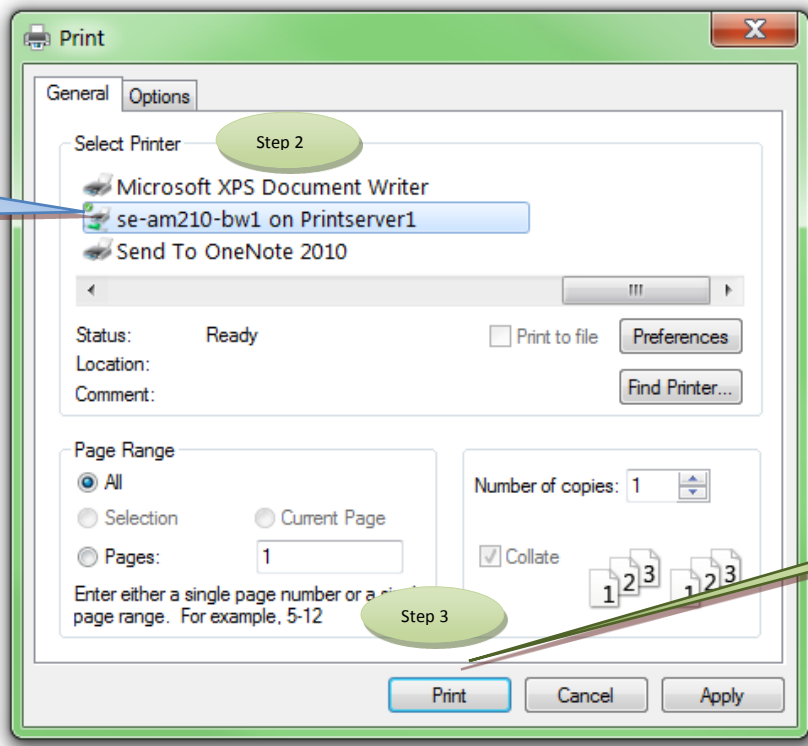
Default Printer
(Always BW)
Black and White

Click Print

Step 3

User confirmation Pop-up
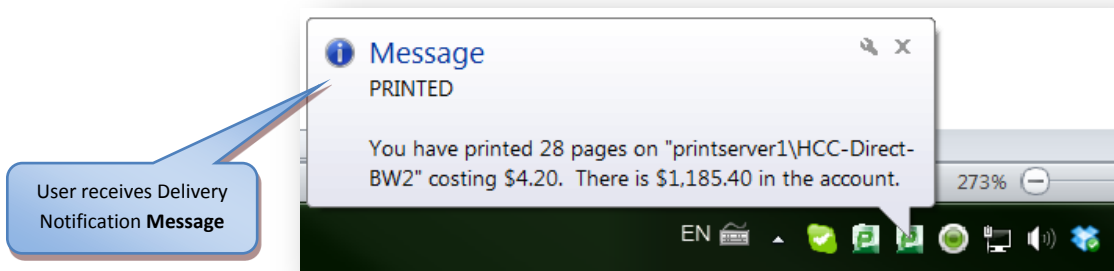
Document Name

Printer Name

Number of Pages and Type

Printer Job Cost

*staff members helping students with a PRINT account **U**se this option and enter their print account

FYI

Step 4

Click Print

Message
PRINTED

You have printed 28 pages on "printserver1\HCC-Direct-BW2" costing $4.20. There is $1,185.40 in the account.

273%

EN

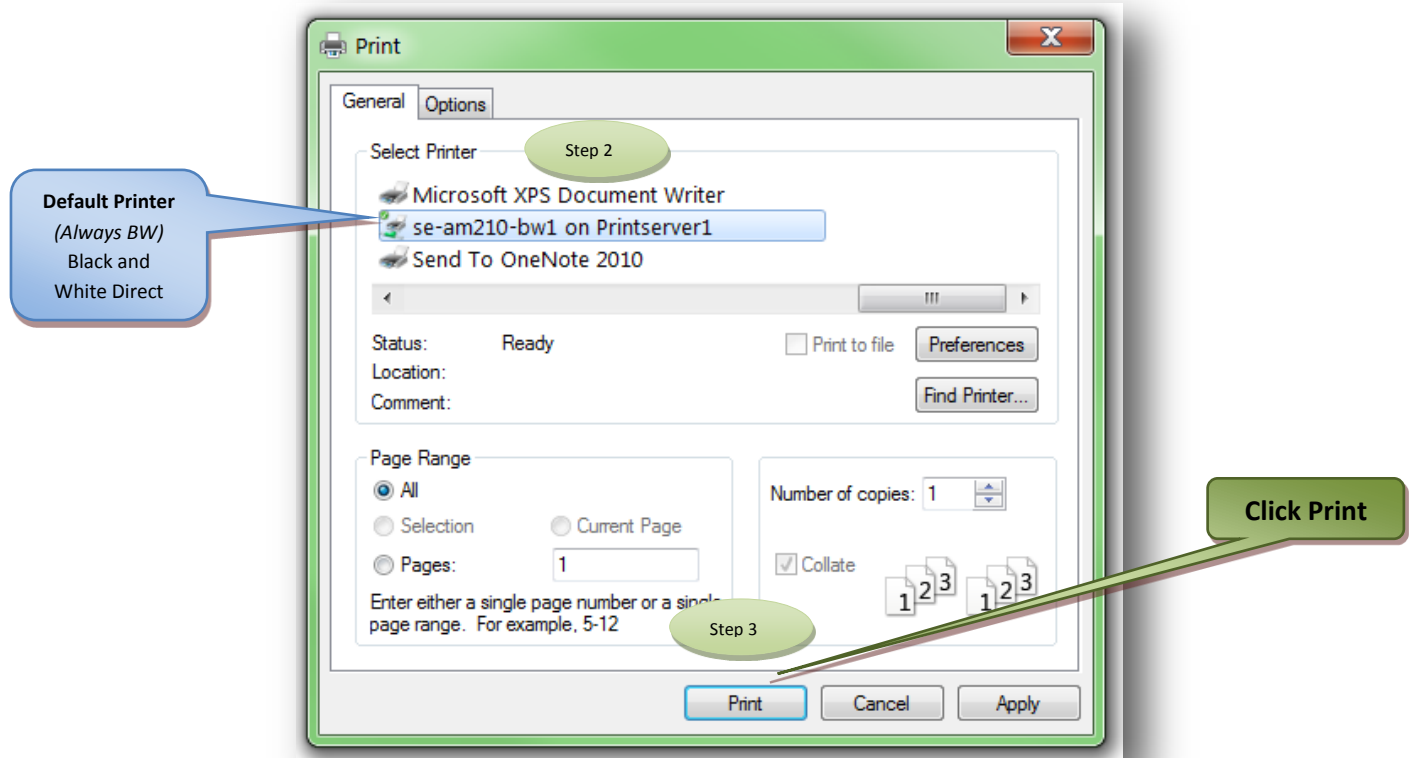User receives Delivery Notification **Message**

Note: A confirmation message appears in the bottom right corner of the computer desktop (task bar) displaying that the print job was sent **directly to a specific printer**, the remaining balance in the user's account and other information after this transaction.

1.1 Sending a Print Job directly from a workstation as a Guest (Direct Printing)

Students or Guest Users click the **Printer icon** on the standard toolbar or select the **Print Command** from the File Menu or press **Ctrl+P** on their keyboard to select the specific printer.

Step 1

Note: Users have a choice of selecting the **Default** Black and White Printer or a **backup** printer in locations where there is more than one physical printer.

Print

General | Options

Select Printer | Step 2

Microsoft XPS Document Writer
se-am210-bw1 on Printserver1
Send To OneNote 2010

Default Printer
(Always BW)
Black and
White Direct

Status: Ready   ☐ Print to file   [Preferences]
Location:
Comment: [Find Printer...]

Page Range
◉ All
○ Selection   ○ Current Page
○ Pages: [1]
Enter either a single page number or a single page range. For example, 5-12

Number of copies: [1]

☑ Collate
1 2 3   1 2 3

Step 3

Click Print

[Print]   [Cancel]   [Apply]

Guest users receive the authentication popup to enter their guest print account. If they do not have a print account they can register one in the link "ONLY Guests create a Print Account"
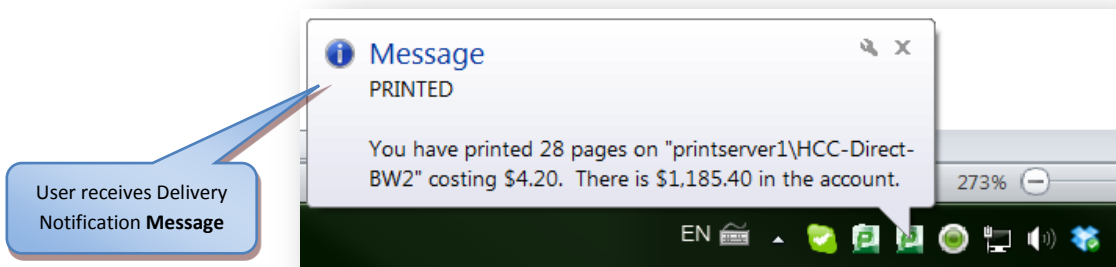
Login

HCC **Login** http://www.hccs.edu
Your login credentials are required for printer access.

Username: G-john
Password: •••••
Remember: For this job only

Step 4

Type your Guest Print Account

OK   Cancel

ONLY Guests create a Print Account

Step 5

Click Ok

Print Job Notification

HCC **Print Job Notification** http://www.hccs.edu
Confirm the print and select the print action

Print job details

Document name | Microsoft Word - PaperCut User Guide 08012012
Printer | printserver1\SE-AM210-BW
Pages | 21 (Grayscale) | Cost | $3.15

Print job actions

◉ Charge to my personal account
○ Perform print as user
Username [   ]
Password [   ]

☐ Apply to all documents in queue (Jobs: 1)   Print   Cancel

Click Print   Step 6

Message   ⚓ ✕
PRINTED

You have printed 28 pages on "printserver1\HCC-Direct-BW2" costing $4.20. There is $1,185.40 in the account.

273% ⊖

EN

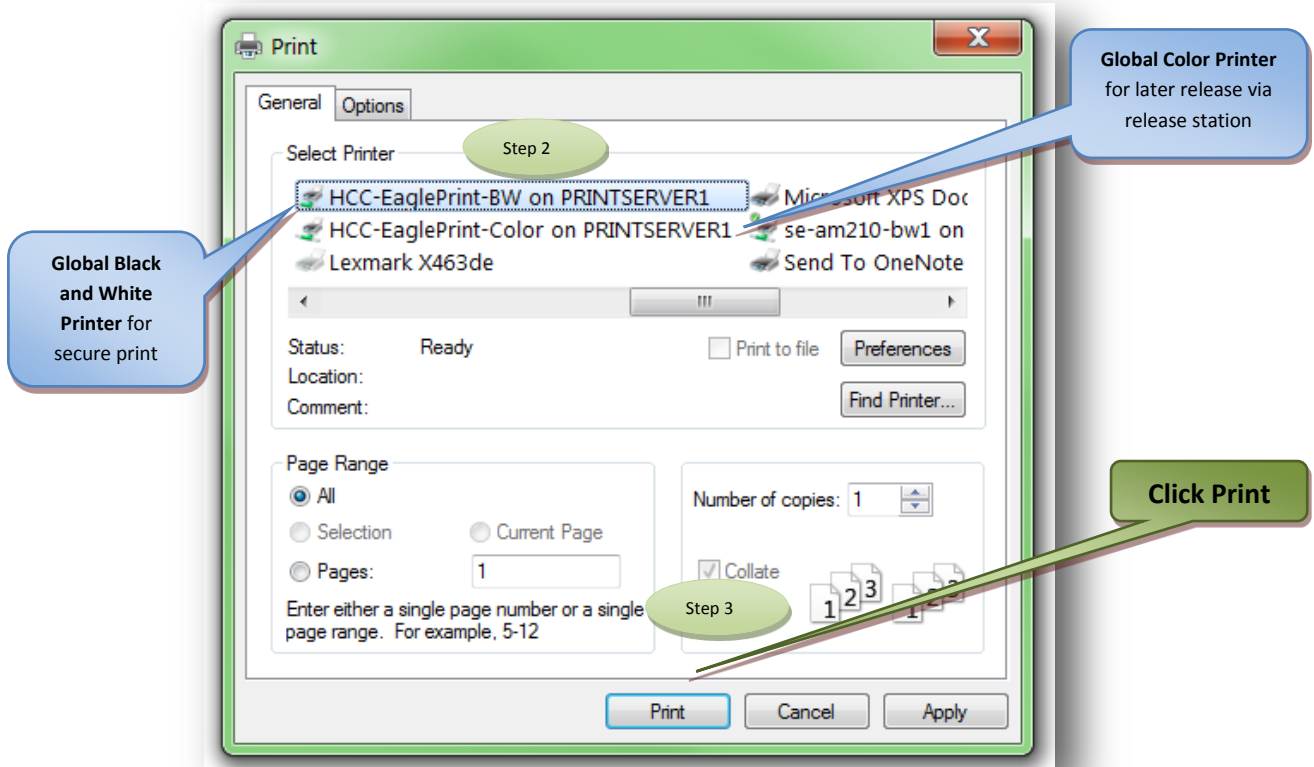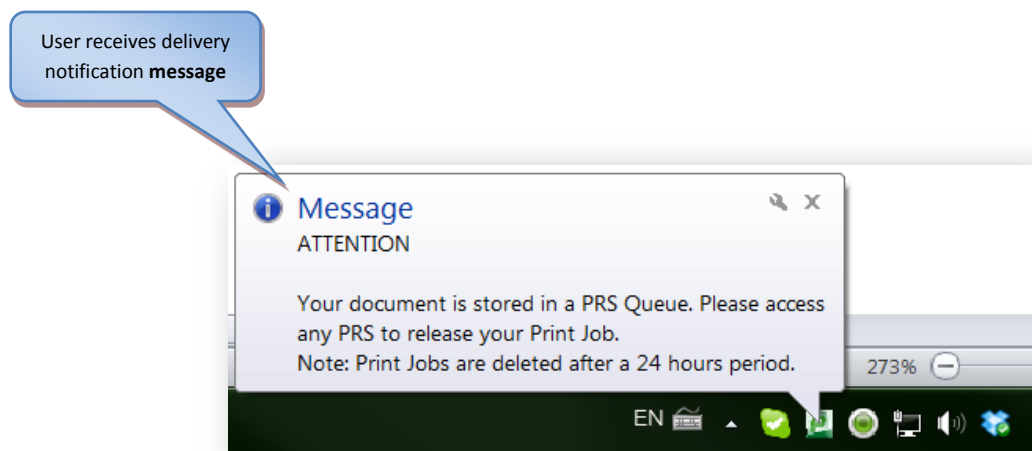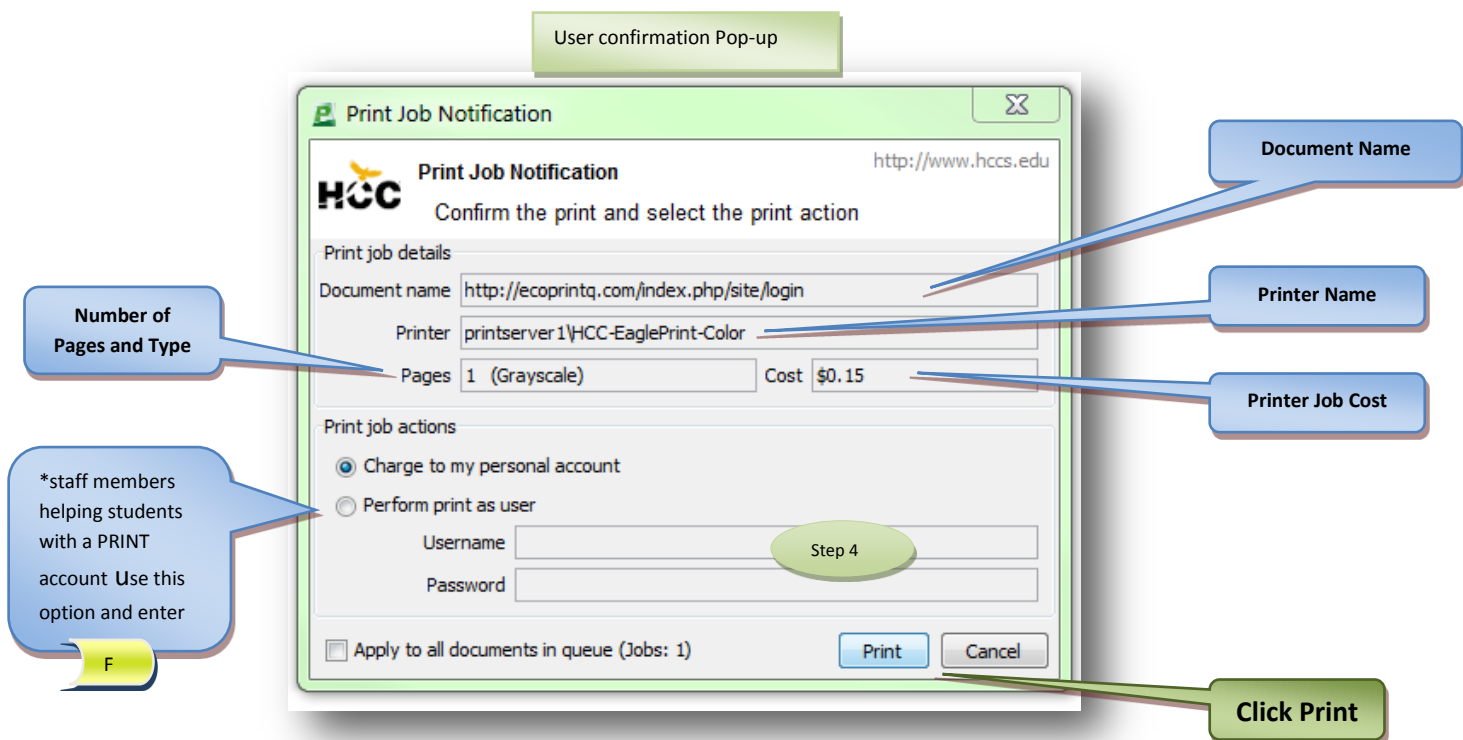User receives Delivery Notification **Message**

2.0 Sending a Print Job to the Global Queue as a student (Secure Printing)

Students or Guest Users click the **Printer icon** on the standard toolbar or select the **Print Command** from the File Menu or press **Ctrl+P** on their keyboard to select the specific printer.

Step 1

Note: Users have a choice of selecting the **Default** Black and White Printer or a **backup** printer in locations where there is more than one physical printer.
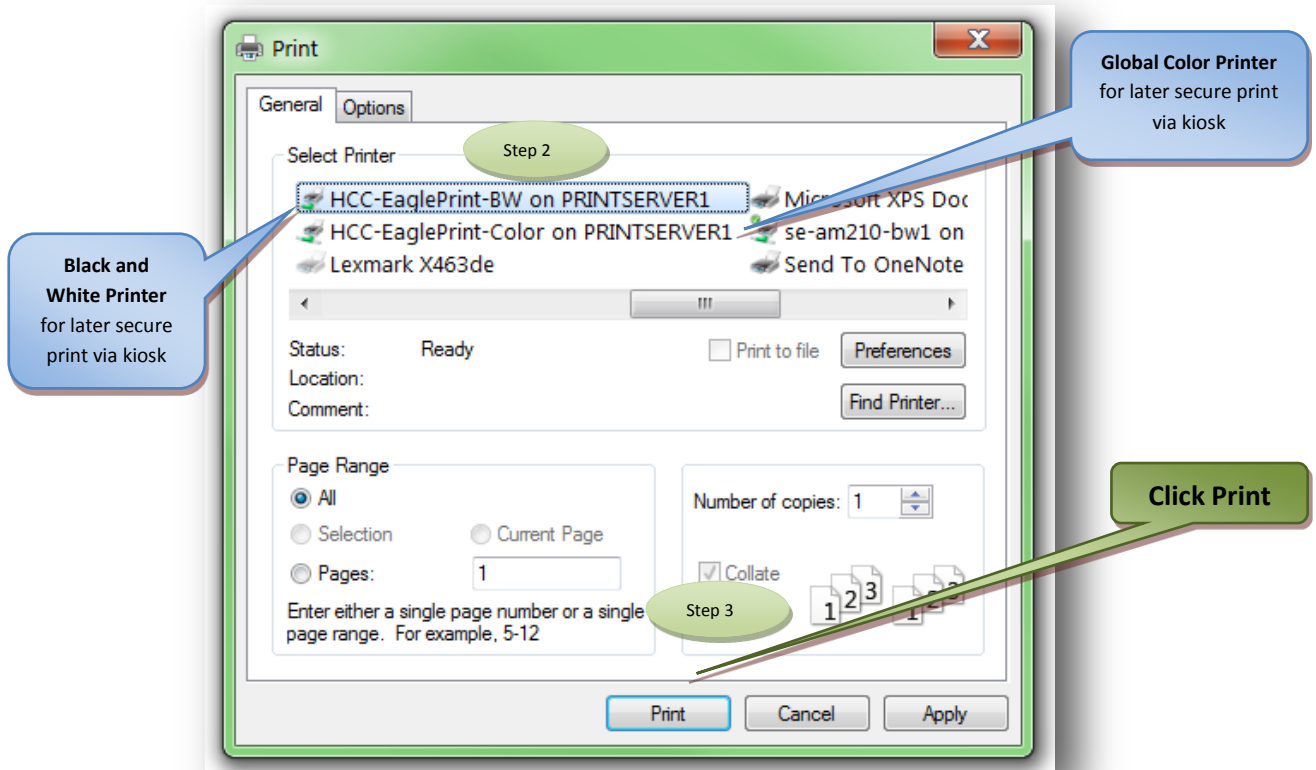
Global Color Printer for later release via release station

Print

General | Options

Select Printer

Step 2

HCC-EaglePrint-BW on PRINTSERVER1 — Microsoft XPS Doc
HCC-EaglePrint-Color on PRINTSERVER1 — se-am210-bw1 on
Lexmark X463de — Send To OneNote

Global Black and White Printer for secure print

Status: Ready
Location:
Comment:

Print to file | Preferences
Find Printer...

Page Range
◉ All
◯ Selection   ◯ Current Page
◯ Pages: 1
Enter either a single page number or a single
page range. For example, 5-12

Number of copies: 1

☑ Collate
1 2 3   1 2 3

Step 3

Click Print

Print | Cancel | Apply

User confirmation Pop-up

Print Job Notification

Print Job Notification

http://www.hccs.edu

HCC

Confirm the print and select the print action

Print job details

Document name: http://ecoprintq.com/index.php/site/login

Printer: printserver1\HCC-EaglePrint-Color

Pages: 1 (Grayscale)   Cost: $0.15

Print job actions

◉ Charge to my personal account

○ Perform print as user

Username

Password

Step 4

☐ Apply to all documents in queue (Jobs: 1)
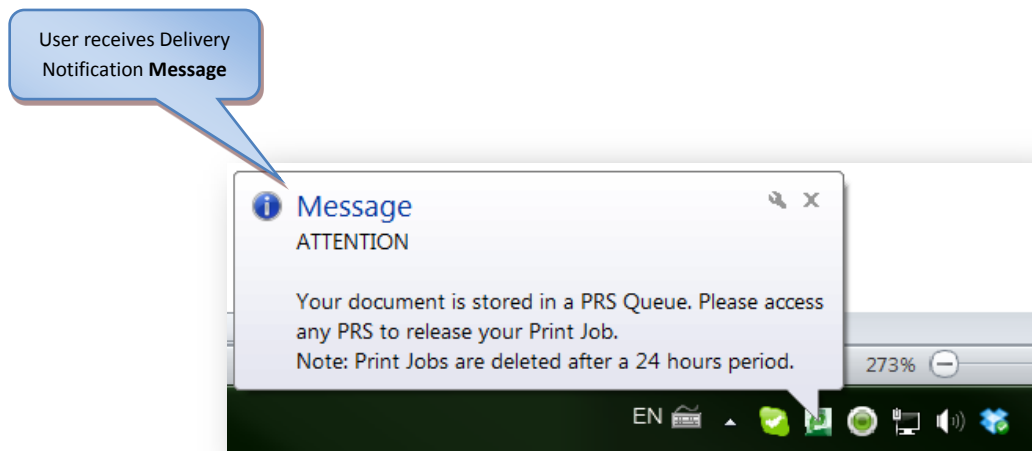
Print   Cancel

Document Name

Printer Name

Printer Job Cost

Number of Pages and Type

*staff members helping students with a PRINT account Use this option and enter

F

Click Print

User receives delivery notification **message**

ℹ **Message**

ATTENTION

Your document is stored in a PRS Queue. Please access any PRS to release your Print Job.

Note: Print Jobs are deleted after a 24 hours period.

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EN

Note: A confirmation message appears in the bottom right corner of the computer desktop (task bar) displaying that the **print job was stored in a PRS Queue** for later release, also indicating that the Print Job will remain in a holding queue for 24 hrs.

2.1 Sending a Print Job to the Global Queue as a Guest (Secure Printing)

Students or Guest Users click the **Printer icon** on the standard toolbar or select the **Print Command** from the File Menu or press **Ctrl+P** on their keyboard to select the specific printer.

Note: Users have a choice of selecting the **Default** Black and White Printer or a **backup** printer in locations where there is more than one physical printer.

Step 1

Global Color Printer for later secure print via kiosk

Step 2

Black and White Printer for later secure print via kiosk

Click Print

Step 3

Guest users receive the authentication popup to enter their guest print account. If they do not have a print account they can register one in the link "ONLY Guests create a Print Account"

Step 4

Type you're your Guest credentials

Step 5

Click Ok
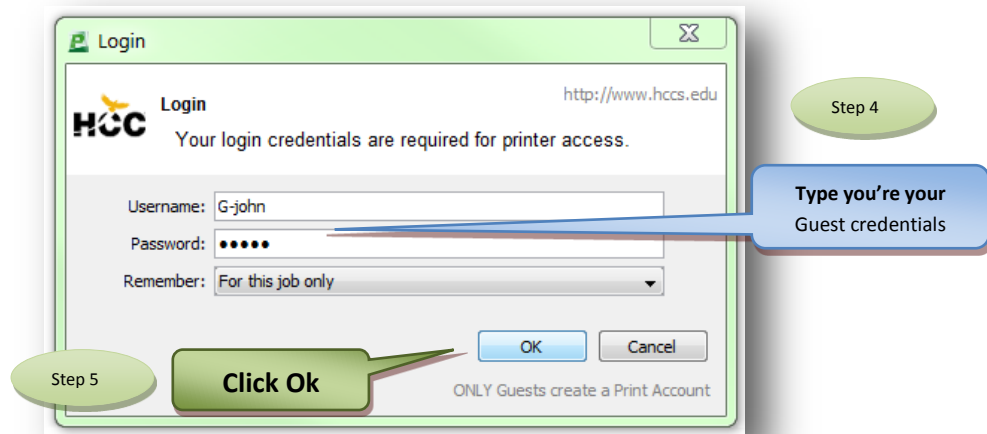
User confirmation Pop-up

Print Job Notification

http://www.hccs.edu

Print Job Notification

Confirm the print and select the print action

Print job details

Document name http://ecoprintq.com/index.php/site/login

Printer printserver1\HCC-EaglePrint-Color

Pages 1 (Grayscale) Cost $0.15

Print job actions

○ Charge to my personal account

○ Perform print as user

Username

Password

Step 6

☐ Apply to all documents in queue (Jobs: 1)

Print   Cancel

Document Name

Printer Name

Printer Job Cost

Number of Pages and Type

*staff members helping students with a PRINT account **U**se this option and enter

F

Click Print

User receives Delivery Notification **Message**

ⓘ Message

ATTENTION

Your document is stored in a PRS Queue. Please access any PRS to release your Print Job.
Note: Print Jobs are deleted after a 24 hours period.

EN   273% ⊖

Note: A confirmation message appears in the bottom right corner of the computer desktop (task bar) displaying that the **print job was stored in a PRS Queue** for later release, also indicating that the Print Job will remain in a holding queue for 24 hrs.

3.0 Adding Value using cash to print accounts via the Pay-Station Kiosk

At the PRS/AVS (Print Release Station/Add Value Station) screen **users** log in by either swiping their ID card (no password is required) or… by entering their "Username and Password".

Students swipe their **ID card** for faster log in. *Auto log in after swiping.*

Students may also log in by entering their college **username/password**

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Guests log in by entering their P2P-Print Account Information previously created via the PaperCut User Web

Guest users with a Card ID # in the PaperCut system may also log in by manually entering the number or swiping their

HCC Print Release Station

Step 1

Swipe your HCC card or type your Account#…

or enter your username and password:

Username

Password

OK

Click Ok

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Guest users **must** create a permanent print account before adding funds in the PaperCut System, funds added to any account the system will remain in the account balance for future use. *See section "How to create a P2P guest account for printing"*

User's current balance is displayed in real time.

HCC Print Release Station

Step 2

User: mjp. Your balance: $8.00

	Time	User	Printer	Document	Machine	Pages	Cost	Action	
⊙	14:42:…	mjp	printserver1\HCC-PRS-…	http://127.0.0.1:9191/app	MJP-TEST	4	$0.80	Print	Cancel
⊙	14:41:…	mjp	printserver1\HCC-PRS-…	http://127.0.0.1:9191/app	MJP-TEST	4	$0.80	Print	Cancel
⊙	14:36:…	mjp	printserver1\HCC-PRS-…	Microsoft Word - PaperCut U…	MJP-TEST	27	$5.40	Print	Cancel

Add Value   Refresh

Click Add Value

Users may select 'Done' to exit this screen.

Print All   Cancel All

Done

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When pressing the '**Add Value**' button, users are prompted to insert bills in the Bill Acceptor Unit located to the right side of the PRS/AVS monitor and the amount added by the unit is displayed in real time as the User's Balance is increased.

HCC **Print Release Station**

The Bill Unit green lights will flash indicating a ready status to accept funds.

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Step 3

Insert notes or coins now...

User: mjp

Initial Balance: $8.00
Amount Added: $5.40
Current Balance: $13.40

Click Done

Done

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After pressing '**Done**' users are automatically logged out, unless there are pending print jobs to be released in their print queue in which case they are returned to the Print Job Window (previous screen shown on Step 2)

4.0 Releasing a Print Job at the Pay-station Kiosk

At the PRS/AVS (Print Release Station/Add Value Station) screen **users** log in by either swiping their ID card password is required) or… by entering their "Username and Password".

Students swipe their **ID card** for faster log in. A*uto log in after swiping.*

Students may also log in by entering their college **username/password**

F

HCC **Print Release Station**

Step 1

Swipe your HCC card or type your Account#...

or enter your username and password:
Username
Password

OK

Click Ok

PaperCut MF 12.3 (Build 17992)   © Copyright 1999-2012, PaperCut Software International Pty Ltd

Guests log in by entering their P2P-Print Account Information previously created via the PaperCut User Web Interface.

Guest users with a Card ID # in the PaperCut system may also log in by manually entering the number or swiping their registered card.

Guest users MUST send their print jobs from their workstations using their registered P2P print account the PaperCut System; consequently they log in at the PRS their print job appears under said account. *See section* "How to send a print job to the PRS for later release"

Refresh web interface dialog.

Step 2

Click Print

Users may select 'Done' to exit this screen after releasing the desired print jobs. *Auto log out if no jobs remain in*

Click Yes to add funds

Release All print jobs in queue.

Cancel all prints jobs in queue.

When the user tries releasing a print job with insufficient funds and clicks *print*, a message is display with an option to add funds to the account. If the user clicks the '**Yes**' button, a dialog appears that instructs them to insert funds to their print account right at the station by the means of cash **$1; $5; $10; $20** in the Bill Acceptor Unit . The inserted amount is then added/displayed in real time and the print job is automatically released for the user once the required balance is registered by the system and becomes available in the user's account.

Step 4

Click Done

All communication dialogs or user interface action windows are configured by administrators of this solution to time out after 30 seconds of no activity by the user.

5.0 User's Web interface in PaperCut

Once the Users log in to any college computer using their HCCID or domain account (i.e. Active Directory Account), a dialog window appears on the top right corner of their computer screen displaying their PaperCut (P2P) Balance.

User Balance

Step 1

This dialog shows the balance for the user logged in. Guest users log in the workstations using a temporarily guest account provided by the college with balance=$0 (i.e. HCC-guest3445)

F

Balance

www.hccs.edu

HCC $1.00

Details ...

Click Details...

The PaperCut **User Web Interface** may also be accessed from anywhere on the network by opening any internet browser and typing the following URL

http://sy-eagleprint.hccs.edu:9191/user

Login

Students log in using their ID or college domain account.

Step 2

HCC
HOUSTON COMMUNITY COLLEGE

Enter your AD username and password

Guest users with a registered print account in the PaperCut System may log in to their user web interface or register a permanent print account via this web registration link.

F

Username jonh.smith
Password ••••••••••••
Language English

Log in

Only guest without AD account, click HERE

Click Login

The PaperCut **Guest Registration Interface** may also be accessed from anywhere on the network by opening any internet browser and typing the following URL

http://sy-eagleprint.hccs.edu:9191/register

PaperCut MF : Register ...

6.0 Account Summary

When users login you, they are taken into the summary page.

Users can review their total print jobs and pages

Users can review their individual Environmental Impact caused by their printing, creating awareness for better use of resources and protecting the Environment.

7.0 User's Rates

Users may search for a specific printer.

Select Rates

Users see rates for all available printers.

8.0 Transaction History

Select **Transaction History**

EAGLE PRINT

Transaction History

Show Filter (filter active: remove)

Transaction Date	Account	Transacted By	Amount	Balance After	Transaction Type	Comment
Jul 14, 2012 4:54:04 PM	Default	admin	$-1.00	$1.00	Manual adjustment	
Jul 14, 2012 4:52:32 PM	Default	admin	$-11.40	$2.00	Manual adjustment	
Jul 14, 2012 4:34:45 PM	Default	[system] (device)	$0.20	$13.40	Value loader	1 x $0.20 moneda
Jul 14, 2012 4:34:43 PM	Default	[system] (device)	$0.20	$13.20	Value loader	1 x $0.20 moneda
Jul 14, 2012 4:34:32 PM	Default	[system] (device)	$5.00	$13.00	Value loader	1 x $5.00 nota
Jul 14, 2012 4:15:06 PM	Default	admin	$-1,177.40	$8.00	Manual adjustment	
Jul 14, 2012 2:12:58 PM	Default	[system] (print)	$-4.20	$1,185.40	Printer Usage	
Jul 14, 2012 2:01:48 PM	Default	[system] (print)	$-2.80	$1,189.60	Printer Usage	
Jul 14, 2012 1:57:04 PM	Default	[system] (print)	$-2.60	$1,192.40	Printer Usage	
Jul 11, 2012 1:43:04 PM	Default	[system] (print)	$-0.20	$1,195.00	Printer Usage	

Export/Print

Users may export data into different formats: PDF or HTTP or Excel

Date when user transaction occurred

Identifies the staff member who performed the operation

Start Balance before each transaction

Affected balance after each transaction is completed

It describes the type of transaction: i.e. refunds, printer/copier usage, funds added or admin actions such as manual adjustments, etc.

9.0 Recent Print Jobs (Including requesting a refund)

Select **Recent Print Jobs**

EAGLE PRINT

Recent Print Jobs

Show Filter (filter active: remove)

1 2 3 4

Date	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Jul 14, 2012 4:55:37 PM	mjp	printserver1\HCC-Direct-BW1	4	$0.40	eco-customs.pdf	A4 (ISO_A4) Duplex: No Grayscale: Yes 480 kb MJP-TEST EPSON/PAGE	Cancelled / Not Charged
Jul 14, 2012 4:54:43 PM	mjp	printserver1\HCC-PRS-Color	28	$5.60	Microsoft Word – ... User Guide 07142012	A4 (ISO_A4) Duplex: No Grayscale: Yes 2,383 kb MJP-TEST EPSON/PAGE	Cancelled / Not Charged
Jul 14, 2012 2:42:55 PM	mjp	printserver1\HCC-PRS-Color	4	$0.80	http://127.0.0.1:9191/app	LETTER (ANSI_A) Duplex: No Grayscale: Yes 229 kb MJP-TEST EPSON/PAGE	Cancelled / Not Charged
Jul 14, 2012 2:41:26 PM	mjp	printserver1\HCC-PRS-Color	4	$0.80	http://127.0.0.1:9191/app	LETTER (ANSI_A) Duplex: No Grayscale: Yes 232 kb MJP-TEST EPSON/PAGE	Cancelled / Not Charged
Jul 14, 2012 2:36:21 PM	mjp	printserver1\HCC-PRS-Color	27	$5.40	Microsoft Word – ... User Guide 07142012	A4 (ISO_A4) Duplex: No Grayscale: Yes 2,454 kb MJP-TEST EPSON/PAGE	Printed [request refund]

Export/Print 1 2 3 4

Print job status with specific information for every print job.

Print job was cancelled and never charge, funds are automatically refunded to user

Users may export data into different formats: PDF or HTTP or Excel

Printer where job was sent, important when claiming a refund for this print job

Print job total pages, cost and document name information

Step 1

Click request refund

Printed Job refunds can only be requested once per transaction and require the attention of a staff member at the college location where the problem occurred. After the request is sent by the user, a staff member or admin manager of the solution can approve or disapprove refund request via the PaperCut Admin Web Interface under the new REFUND Tab.

Full refund

Refund Request

All refund request will be reviewed by the administrator.

Job Details	
Time	Jul 16, 2012 3:11:37 PM
Pages	1
Cost	$0.20
Document Name	Microsoft Word – Document1
Printer	printserver1\HCC-PRS-Color

Step 2

Refund Details	
Refund Amount	○ Full amount ○ Partial amount: $0.00
Reason for Request	I lost the entire print job

Send Cancel

Users make their selection and enter a reason for the refund or claim to be considered

Step 3

Click Send

Partial refund

Refund Request

All refund request will be reviewed by the administrator.

Job Details	
Time	Jul 16, 2012 3:11:37 PM
Pages	1
Cost	$0.20
Document Name	Microsoft Word – Document1
Printer	printserver1\HCC-PRS-Color

Step 2

Refund Details	
Refund Amount	○ Full amount ○ Partial amount: $0.10
Reason for Request	My second page jammed in the printer.

Send Cancel

Users make their selection and enter a reason for the refund or claim to be considered

Step 3

Click Send

✓ Your refund request has been sent.
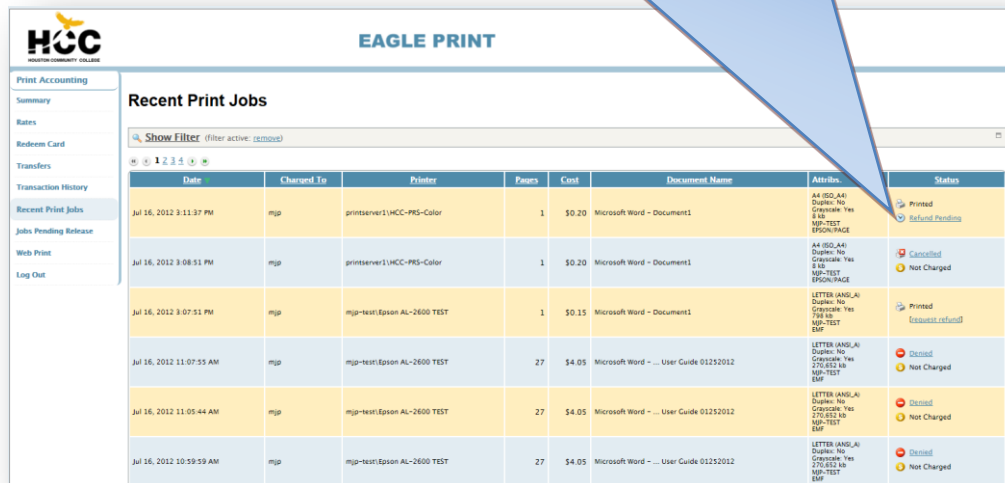
Refund request confirmation: A confirmation dialog appears on the user screen indicating the refund request was successfully sent for staff review.

Only Staff members with right access level to perform this operation may be able to help students with refund request.

Refund pending screen

Users keep track of their refund request status via their user web interface "Recent Print Jobs" page
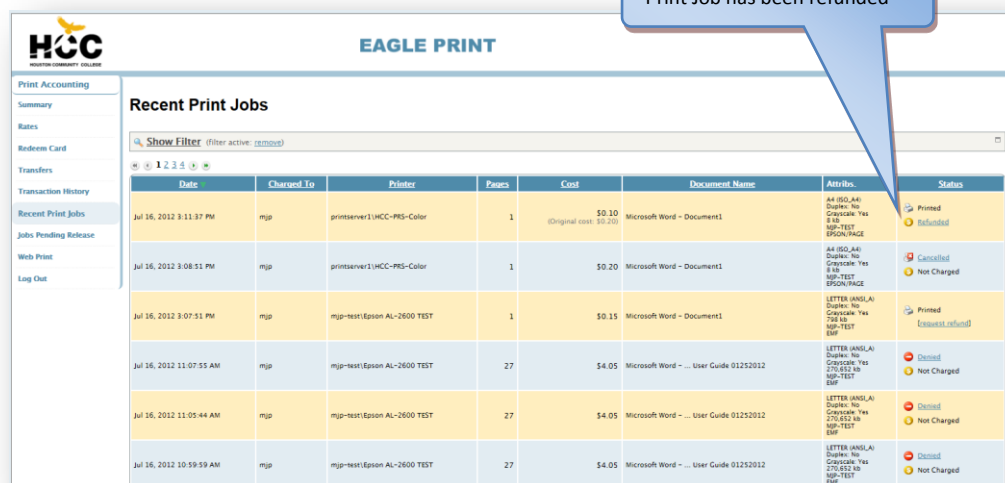
Refund request status, users may click on the link to view details of their refund request: Amount requested, Date and Time requested.

Refund pending screen

Users keep track of their refund request status via their user web interface "Recent Print Jobs" page

Print Job has been refunded

Staff members may decide to deny or provide a partial refund if they consider the user's claim to be invalid or insufficient to satisfy a full refund in the event such request is made by the user in the refund request form. Current procedure remains in place, staff members may provide a refund for a transaction directly via the Admin Interface if requested by user in person.

10.0   Jobs Pending Release

Users may check and release their pending print jobs in queue via their user web interface "Jobs Pending Release" page

Select **Jobs Pending Release**

EAGLE PRINT

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All] [Cancel All] [Refresh Now] ☑ Auto refresh (Refresh in: 9) Your balance: $35.35

Submit Time	Printer	Document	Client	Pages	Cost	Action
Jul 17, 2012 3:21:40 PM	printserver1\HCC-PRS-BW	PaperCut MF – Tos ... Embedded Manual.pdf	MJP-TEST	39	$5.85	[print] [cancel]
Jul 17, 2012 3:21:13 PM	printserver1\HCC-PRS-Color	Z:\ecoprintQ-Supp ... job less 2 pages.vbs	MJP-TEST	2	$0.30	[print] [cancel]
Jul 17, 2012 3:20:53 PM	printserver1\HCC-PRS-Color	http://127.0.0.1:9191/app	MJP-TEST	3	$0.45	[print] [cancel]
Jul 17, 2012 3:17:02 PM	printserver1\HCC-PRS-BW	PaperCut MF – Tos ... Embedded Manual.pdf	MJP-TEST	52	$7.80	[print] [cancel]

Click print

User may decide to print from here or log in to any PRS and release their print jobs. Jobs remain in queue F

Printer/Format the print job was sent

Date/Time the print job was submitted

Workstation the print job was sent from

Print Job Cost

Document Name

Number of pages

Sending a print job from the PaperCut user web interface allow users to release directly from their workstations, however they must pick up their jobs at the destination printer they select after they finish the steps to avoid other jobs from overlapping. The most secure way for releasing compromising or private information should be via the PRS/AVS station

11.0 Add Credit via Credit Card

Users may transfer funds from a personal credit card or from their own PayPal account

EAGLE PRINT

Print Accounting
Summary
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Change Details
Web Print
Add Credit using Credit Card
Log Out

Add credit using PayPal

Username	john.smith
Current Balance	$20.00
Amount to add	--- Select the amount --- ▼

--- Select the amount ---
$5.00
$10.00
$15.00
$20.00

[Add Value]

Users select the amount they want to transfer

Step 1

Select **Add Credit using Credit Card**

Step 2

Click Continue

Available balances for the user to transfer funds are shown: **$5.00 -- $10.00 -- $15.00 -- $20.00**

Enter required Credit Card information

HCC EAGLE Print Credit Card Interface

Credit Card Information

Card Number: 5544114455221141

Cards Accepted: Diner's Club - Visa - Discover - American Express - MasterCard

Card Type: Visa

Exp Date: 02 / 2012

* Required field

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

>> Continue   Reset

Step 3

Click Continue

Confirm and authorize transaction

HCC EAGLE Print Credit Card Interface

Order Information

Total Amount: $5.00

Credit Card Information

Card Number: 5544114455221141

Cards Accepted: Diner's Club - Visa - Discover - American Express - MasterCard

Exp Date: 02 / 2012

CSC: 234

Billing Information

Name: John Smith

Zip Code: 12345

Email: john.smith@hccs.edu

* Required field

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

I Authorize this transaction   Reset

Step 4

Click I Authorize this transaction

Confirm and submit transaction

Step 5

Click Submit Transaction for Processing

You may inquire information on the decline action taken
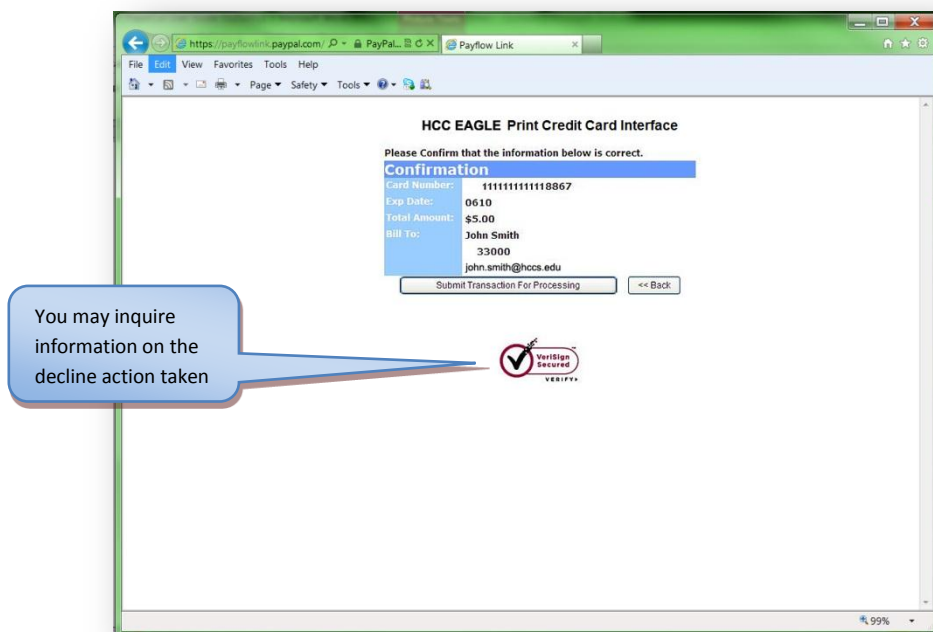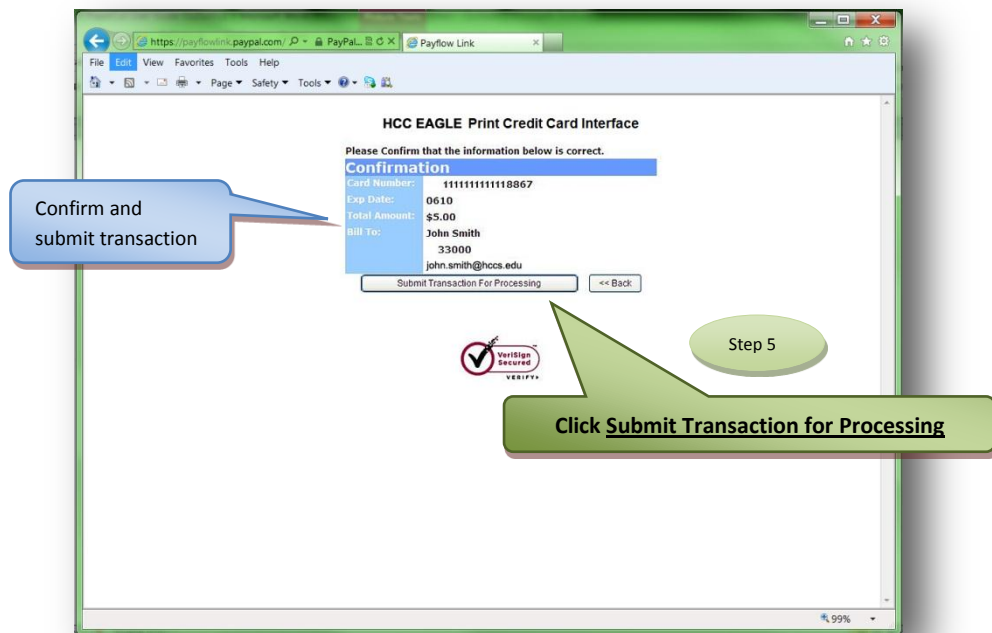
If the user information i.e. Billing address information or card security code does not match, then the transaction is decline, otherwise if successful then the funds are transfer to the user's print account for immediate use **(funds become available in real time).**

12.0   Guest Account Registration for guest users (Community users)

Guests or community users are provided a temporarily account to use the college computers generated by a college system and it is only good for 24 hrs as it may be assign to another guest the next day (college guest accounts are not unique to one user). For this reason no money can be added to these accounts and guest users must register an account in the PaperCut System for printing where the funds stay for future user.

Once the Users logs in to any college computer using their HCC-Guest-Account , a dialog window appears in the top right corner of the computer screen displaying the PaperCut (P2P) Balance and a '*Details...*' link where user may access to create this permanent print account.

Guest may also create a print account directly via the following URL   **http://eagleprint.hccs.edu:9191/register**

http://sy-eagleprint.hccs.edu:9191/register   PaperCut MF : Register ... ×

Creating a Guest Account

This dialog shows the balance for the user logged in. In the case of guest users is the Balance for the temporarily guest account provided by the college with balance=$0 (i.e. hccguest3445)

F

Balance fo...

www.hccs.edu
HCC $35.35
Details ...
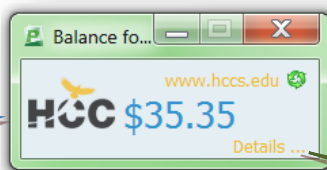
Step 1

Click Details...

Step 2

Click on this Link

Guest users with a registered print account in the PaperCut System may log in to their user web interface or register a permanent print account via this web registration link.

HCC
HOUSTON COMMUNITY COLLEGE

Enter your AD username and password

Username HCC-john.smith001
Password ●●●●●●●●●●●●●●
Language English ▼

Log in

Only guest without AD account, click HERE

Step 3

Guest users enter required information

*Prefix **HCC-** added
*Unique field
* No minimum

*Alphanumeric
*4 characters minimum

Register New User Account

This is a permanent print account for HCC Community Users (Guest)

Full Name:	John Smith
Email Address:	john@yahoo.com
Username:	HCC- john Your full username will be: HCC-john
Password:	●●●●●
Verify Password:	●●●●●

Register

Step 4

Click on this Link

Username in PaperCut is unique; user is required to select another if one has been used.

❌ The username "HCC–john" is taken. Please choose another.

Register New User Account

This is a permanent print account for HCC Community Users (Guest)

Full Name:	John Smiths
Email Address:	jsmiths@yahoo.com
Username:	HCC– john ** Your full username will be: HCC–john
Password:	••••
Verify Password:	••••

[Register]

Password in PaperCut is required to be four (4) characters long. User is advice to enter the correct

❌ You must enter at least 4 characters for Password.

Register New User Account

This is a permanent print account for HCC Community Users (Guest)

Full Name:	John Smith
Email Address:	john@yahoo.com
Username:	HCC– john Your full username will be: HCC–john
Password:	•• **
Verify Password:	••

[Register]

User Interface Account creation displays a confirmation window with the User New Print Account created. Guest user receives this confirmation via e-mail to the registered e-mail address.

Register New User Account

Thank you for registering. Your details are:
    Full Name: John Smith
    Username: hcc-john
    Password: [hidden]
    Identity Number: 543024
    ID PIN: 2118

The identity number and PIN may be required to log into some devices.

Please print or take note of this information, and keep the password and PIN private.

This information has been emailed to john@yahoo.com

Click "Login" to continue.

Login

Guest user may now log in to their user web interface

Password is protected here but in the confirmation receipt user gets via e-mail it is visible so they can always refer back if forget password.

F

13.0   Web Print (Including how to print from student laptops)

The Web Print function can be used by any PaperCut user with an active account in the system without installing any files, drivers or programs in their laptops.

Step 1

Select **Web Print**

Click Submit a Job

Step 2

Select printer format to send print job.

Click Print Options...

Step 3

User may select multiple copies for the print job

Click Upload Document

Browse for your document or print job

Step 4

Click Upload & Complete

System is uploading your print job

Print Job information: time and document name

Your Print Job is ready for release

Print Job number of pages and cost

User now may go to any print release station in the college to pay and release for their print job. Jobs pending in queue will remain for a period of 24 hrs.

14.0   How to print your job at the Xerox CPAD Terminal

To print a job from a Xerox CPAD terminal, users must log in using their EaglePrint Username and Password or swipe their Student IDCard. Guest users may enter their ID Card number created during EaglePrint account registration.

5

Welcome.
To continue, swipe your authentication card
or enter your username and password.
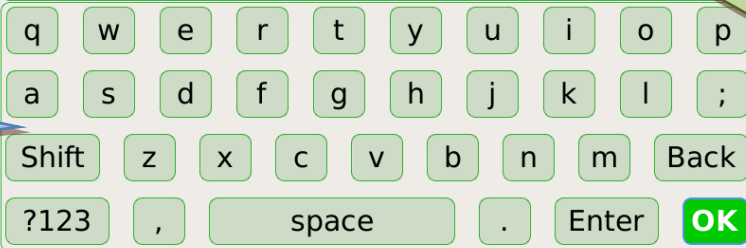
Username : mjp

Password :

Clear

V-1.9.1

Step 3

Touch here

Welcome.
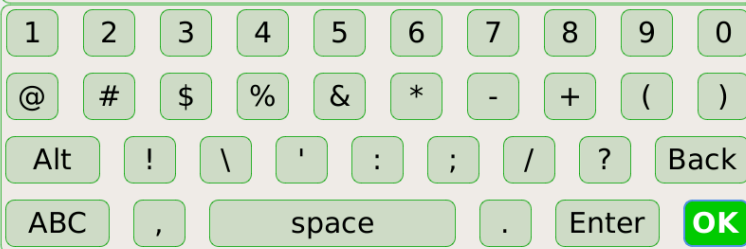To continue, swipe your authentication card

Password :

q	w	e	r	t	y	u	i	o	p
a	s	d	f	g	h	j	k	l	;

Shift z x c v b n m Back

?123 , space . Enter OK

Step 4

Type the password here

Use the keyboard to type

Welcome.
To continue, swipe your authentication card

Password :

●●●●●●

1	2	3	4	5	6	7	8	9	0
@	#	$	%	&	*	-	+	(	)

Alt ! \ ' : ; / ? Back

ABC , space . Enter OK

After successfully log on to the CPAD, the terminal touch screen displays a list of print jobs pending in the global queue. Users may decide to print all jobs or individually print/cancel by selecting each print job on the touch screen display..

Step 5

Select a job(s)

Time	Documents	Pages	Cost
11:24:00	cPad Skin Training Guide.pdf	3	$ 0.45
11:23:43	cPad Skin Training Guide.pdf	3	$ 0.45

HCC — Hold Print Jobs — Log Out

MJP TEST (mjp) — 2 jobs pending
$ 19.00 — **Total cost : $ 0.00 (0/2)**

Use Copier | Print All | Job Details | Print Job(s) | Cancel Job(s)

Step 6

Select an action

HCC — Hold Print Jobs — Log Out

MJP TEST (mjp) — 2 jobs pending
$ 19.00 — **Total cost : $ 0.45 (1/2)**

Time	Documents	Pages	Cost
11:24:00	cPad Skin Training Guide.pdf	3	$ 0.45
11:23:43	cPad Skin Training Guide.pdf	3	$ 0.45

Use Copier | Print All | Job Details | Print Job(s) | Cancel Job(s)

Selected job(s)

Print all jobs

Print selected job(s)

Go to the copier function

Details of selected job

Cancel selected job(s)

Job Details screen.

MJP TEST (mjp)   2 jobs pending
$ 19.00   **Total cost : $ 0.45 (1/2)**

Documents: cPad Skin Training Guide.pdf

Pages: 3
Cost: $ 0.45
Workstation: MJP-TEST
Printed by: mjp
Printed to: mjp-test\Brother MFC-8370DN Printer
Time: 03-09-12 11:24:00

Log Out

Back

15.0 How to make a copy at the Xerox CPAD Terminal

To make a copy at a Xerox CPAD terminal using the EaglePrint Account Balance, users must log in using their EaglePrint Username and Password or swipe their Student ID card. Guest users may enter their ID card number created during EaglePrint account registration.

HCC

Welcome.
To continue, swipe your authentication card
or enter your username and password.
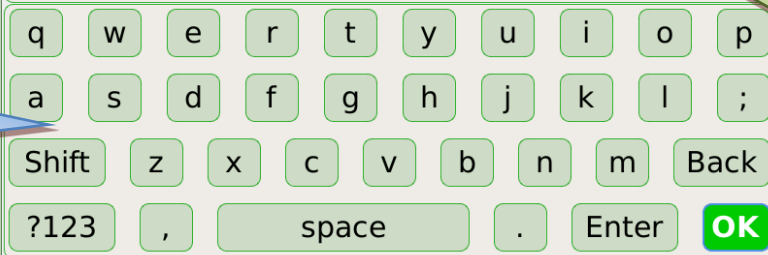
Username :

Password :

Step 1

Touch here

V-1.9.1

HCC

Welcome.
To continue, swipe your authentication card
Username :

Step 2
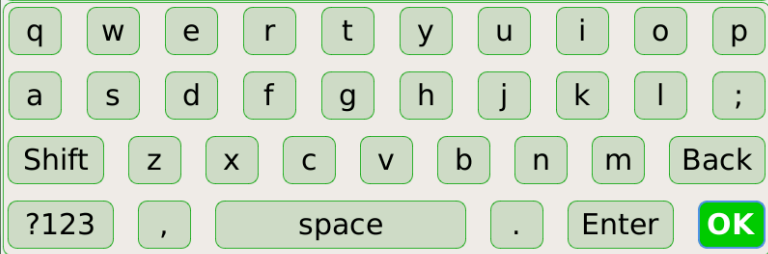
Type the username here

Use the keyboard to type

q w e r t y u i o p
a s d f g h j k l ;
Shift z x c v b n m Back
?123 , space . Enter OK

HCC

Welcome.
To continue, swipe your authentication card
Username :

mjp

q w e r t y u i o p
a s d f g h j k l ;
Shift z x c v b n m Back
?123 , space . Enter OK

Welcome.
To continue, swipe your authentication card
or enter your username and password.

Username : mjp

Password :

Clear

V-1.9.1

Step 3

Touch here

Welcome.
To continue, swipe your authentication card
Password :

q	w	e	r	t	y	u	i	o	p
a	s	d	f	g	h	j	k	l	;
Shift	z	x	c	v	b	n	m	Back
?123	,	space	.	Enter	**OK**

Step 4

Type the password here

Use the keyboard to type

Welcome.
To continue, swipe your authentication card
Password :

●●●●●●

1	2	3	4	5	6	7	8	9	0
@	#	$	%	&	*	-	+	(	)
Alt	!	\	'	:	;	/	?	Back
ABC	,	space	.	Enter	**OK**

System confirms available balance

HCC — Hold Print Jobs — Log Out

👥 MJP TEST (mjp)   1 job pending
🐷 $ 19.45   **Total cost : $ 0.00 (0/1)**

Time	Documents	Pages	Cost
12:43:36	cPad PC Upgrade Firmware.pdf	1	$ 0.15

Step 5

Use Copier   Print All   Job Details   Print Job(s)   Cancel Job(s)

Press the "User Copier" button

Now we are allowed to make copies. Press the hard button to activate the "copy function" on the Xerox device, and make all your copies. Press "Logout" button on the screen when finished.

Step 6

HCC — Copy Session — Log Out

👥 MJP TEST (mjp)

The total cost of the user's copy job is displayed

Total cost : $ 0.00

Users may press this button if wanting to print a job from this screen

Print Jobs(1)   Copy Details