

PaperCut Administration

Before we begin, please go to the following site: <http://dc-te-papercut:9191/admin>

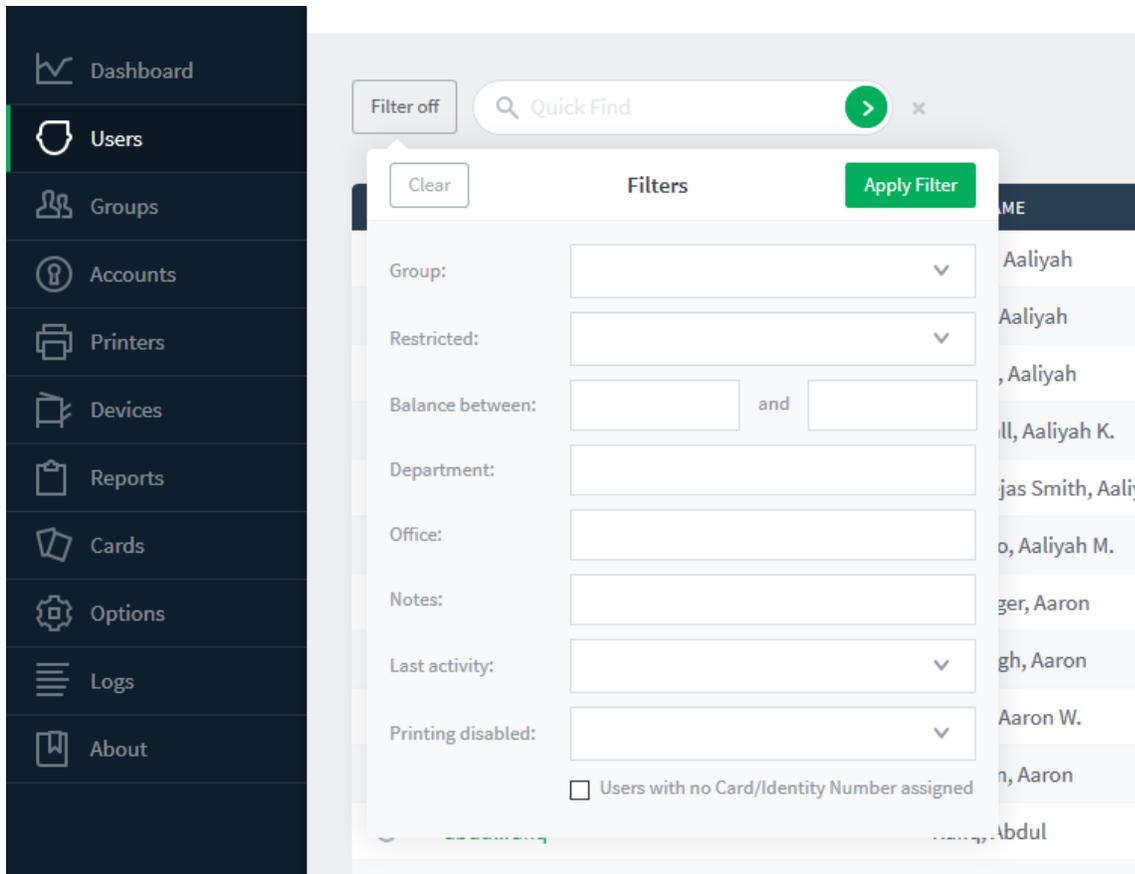
Also, please remember that all **color print jobs are 7 cents and Black & White are 3 cents.**

Once page has appeared login with you domain credentials.



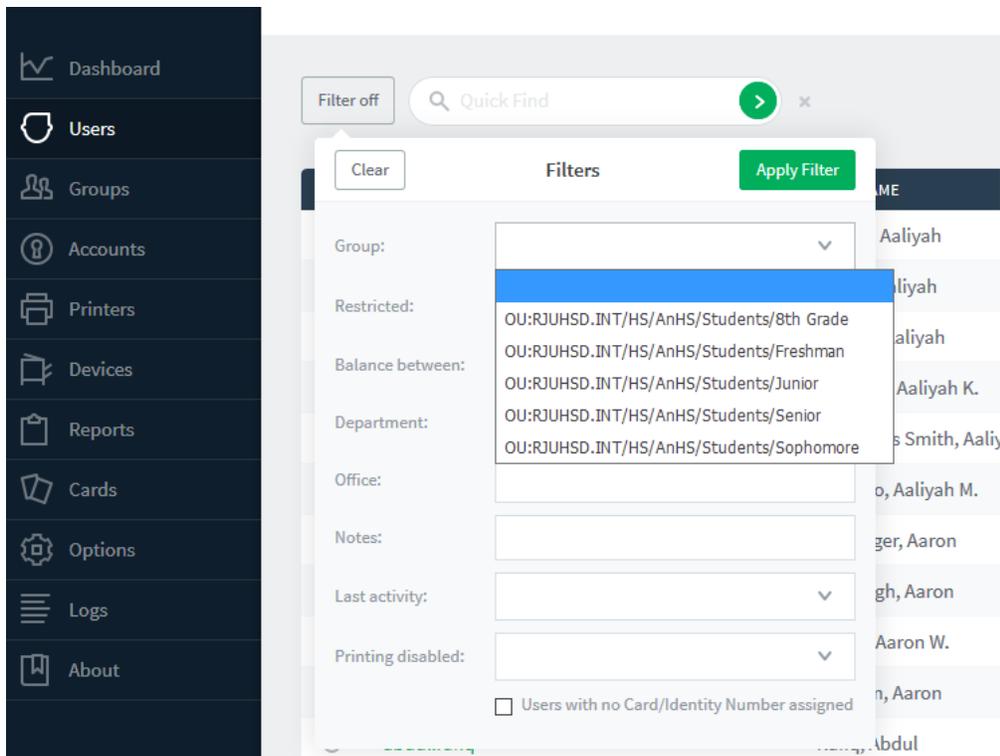
Once you have logged in you will see a list of students that corresponds to the site you work at.

USERNAME	FULL NAME	BALANCE	RESTRICTED	PAGES	JOBS
aaliyah.brown	Brown, Aaliyah	\$1.00	Yes	0	0
aaliyah.elliott	Elliott, Aaliyah	\$1.00	Yes	0	0
aaliyah.gomez	Gomez, Aaliyah	\$1.25	Yes	0	0
aaliyah.marshall	Marshall, Aaliyah K.	\$1.00	Yes	0	0
aaliyah.phradejassmi	Phradejas Smith, Aaliyah	\$1.00	Yes	0	0
aaliyah.salgado	Salgado, Aaliyah M.	\$1.00	Yes	0	0
aaron.breitinger	Breitinger, Aaron	\$1.00	Yes	0	0
aaron.darrough	Darrough, Aaron	\$1.00	Yes	0	0
aaron.green	Green, Aaron W.	\$1.00	Yes	0	0
aaron.sullivan	Sullivan, Aaron	\$1.00	Yes	0	0
abdul.rafiq	Rafiq, Abdul	\$1.00	Yes	0	0
abigail.anton	Anton, Abigail	\$1.00	Yes	0	0
abigail.hernandez	Hernandez, Abigail	\$1.00	Yes	7	2
abner.verhovetchi	Verhovetchi, Abner M.	\$1.00	Yes	0	0
abraham.hernandez	Hernandez, Abraham	\$1.00	Yes	0	0
adali.ortega	Ortega, Adali	\$1.00	Yes	0	0
adaly.estrada	Estrada, Adaly	\$1.00	Yes	0	0
adam.haupt	Haupt, Adam	\$1.00	Yes	0	0
adela.redzic	Redzic, Adela R.	\$1.00	Yes	0	0

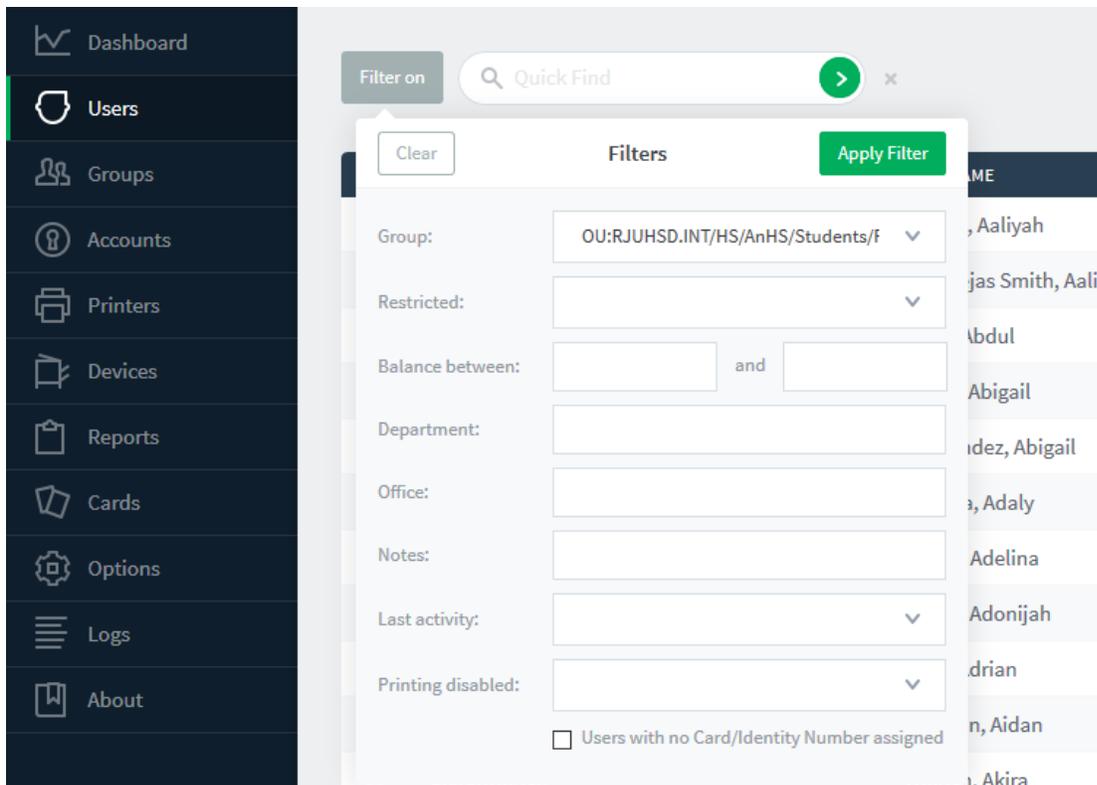


Towards the upper left of the page, you can see a **Filter Off** button.

Staff are able to customize the display field if they will wish to look up specific students by activity or grade level.



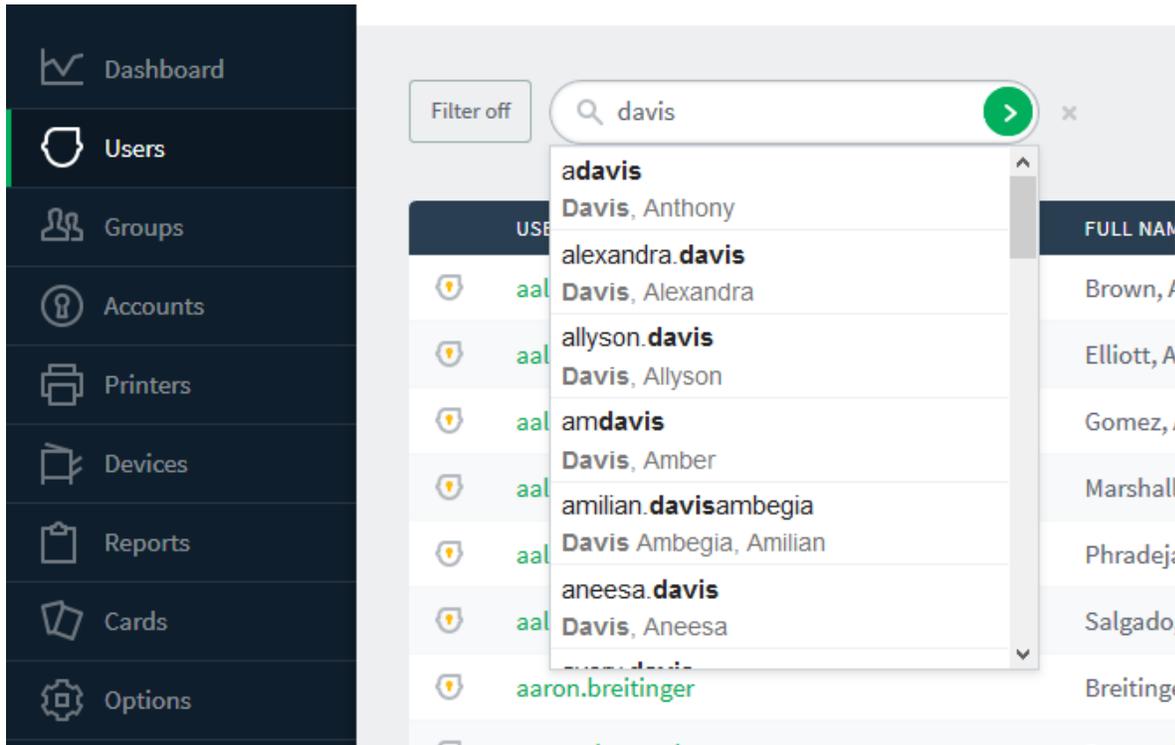
The Group field allows staff to select the student grade. Once selected and the **Apply Filter** button is pressed; only the students in that year/group will be displayed.



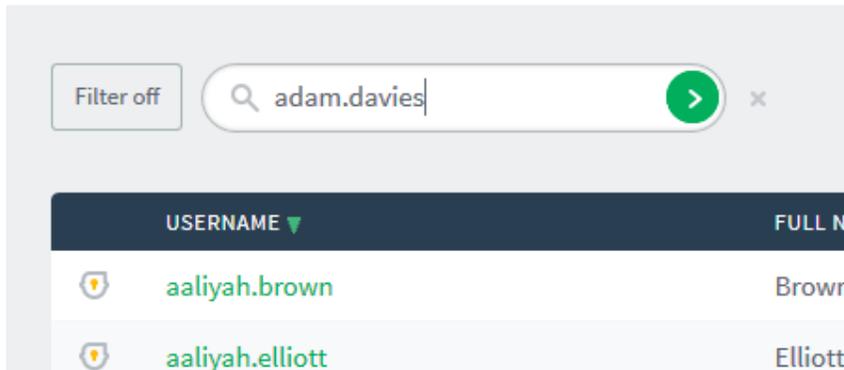
To remove the filter select **Filter On**, then select **Clear**.

- **Balance between** - allows staff to place a credit range to view specific students with that particular balance.
- **Last Activity** – allows staff to search students that printed from a specific date.

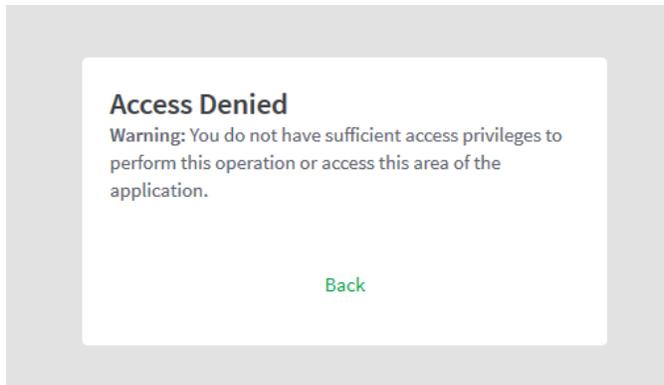
Please disregard the following fields: Department, Office, Notes and printing.



Next to the **Filter Off** button there is a search field, staff members are able search specific students either by first or last name.



Once student search has been completed, simply click on the name so it populates the field and then click on the green arrow to show the results



If you receive the following message, it just means you have typed in the name incorrectly and that the student belongs to a different site/school.

User Details: Brown, Aaliyah (aaliyah.brown)

Details Adjustments & Charges Transaction History Job Log

Access Denied. You could not perform this operation as you do not have sufficient access privileges.

Actions (0)

- Modify user's credit
- View user's transactions
- View user's job log
- Re-apply initial settings
- Reset user's statistics
- Delete user

Details

General information about this user. To send email notifications to users their email address must be entered. The home directory must be set to send scan jobs to the user.

Username
aaliyah.brown

Full name
Brown, Aaliyah

Primary email (Used for system notifications)
aaliyah.brown@student.rjuhsd.us

Other emails
+ Add email address

Home directory
\\HS-NAS\WCASEL-FS\HS\AnHS\Students\aaliyah.brown

Test

Enable/Disable printing
Enabled

Account Details

To set the user's balance enter the value here. To adjust the amount, select the 'adjust' link. Making the user 'restricted' means that they will not be able to print when their account has no credit.

Balance
\$1.00 (adjust)

Restricted

Overdraft
Use default overdraft (\$0.00)

If a student is at the site where you work, PaperCut will automatically direct you to their page.

Account Details

To set the user's balance enter the value here. To adjust the amount, select the 'adjust' link. Making the user 'restricted' means that they will not be able to print when their account has no credit.

Balance
\$1.00 (adjust)

Restricted

Overdraft
Use default overdraft (\$0.00)

On this page in the second sub section highlighted as **Account Details**, there is a **Balance** field that shows how much digital currency the student has left for printing. To increase the balance click or select **adjust**.

Details **Adjustments & Charges** Transaction History Job Log

Transaction Details

Enter the adjustment amount to apply to this account. A negative value subtracts from the account (a deduction). Comments will appear in the transaction list and are used to track the reason for the adjustment.

Current balance
\$1.00

Adjustment to apply

Comment

Apply

Once selected another window will open (**Transaction History** section).

In the **Adjustment to apply** field insert the desirable amount for the student and then click apply.

Transaction successfully applied

Transaction Details

Enter the adjustment amount to apply to this account. A negative value subtracts from the account (a deduction). Comments will appear in the transaction list and are used to track the reason for the adjustment.

Current balance
\$1.03

Adjustment to apply

Comment

Apply

Once applied a message will be displayed showing that the transaction has been successful and the new balance will be displayed.

Details **Adjustments & Charges** Transaction History Job Log

Details

General information about this user. To send email notifications to users their email address must be entered. The home directory must be set to send scan jobs to the user.

Username
aaliyah.brown

Full name

Primary email (Used for s

On the main page, there are also tabs, **Adjustments & Charges**, **Transaction History** and **Job Log**

- **Adjustments & Charges** – allows you to adjust the student digital currency.
- **Transaction History** – Keeps history of digital currency updates\amendments by personnel
- **Job Log** – Displays information regarding where the student is printing the document