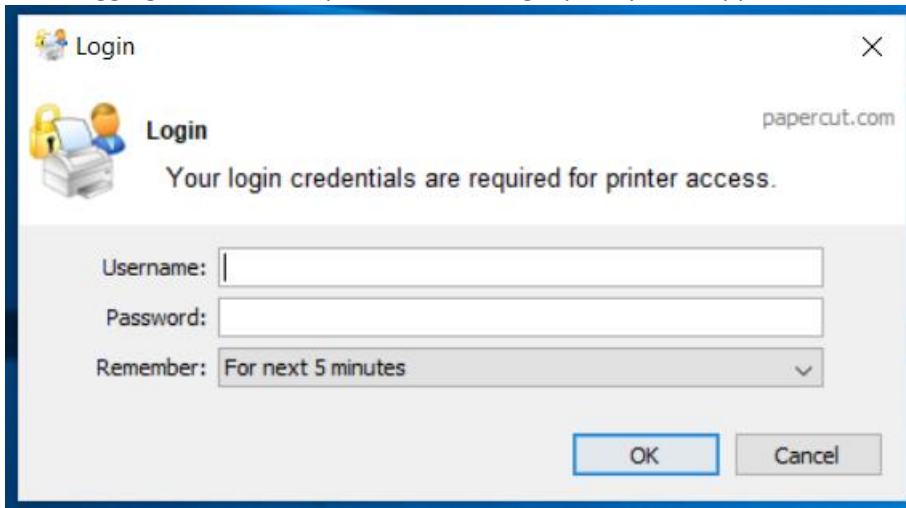


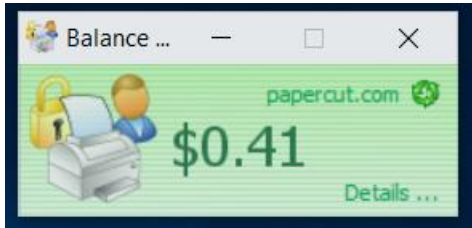
How to print on Campus

1. Fill out a registration paper at the NMSU Grants Business office (M-F 8-5pm)
You will choose a username and password at this point, and pay for the initial balance on your account.
2. Log onto the computer in the lab using the generic logon provided for each lab.
ex. libuser06, mathlab, sscstudent, student (for the Library, Math Center, Student Success Center, and CyberCafe computer labs.)
3. After logging onto the computer another login prompt will appear:

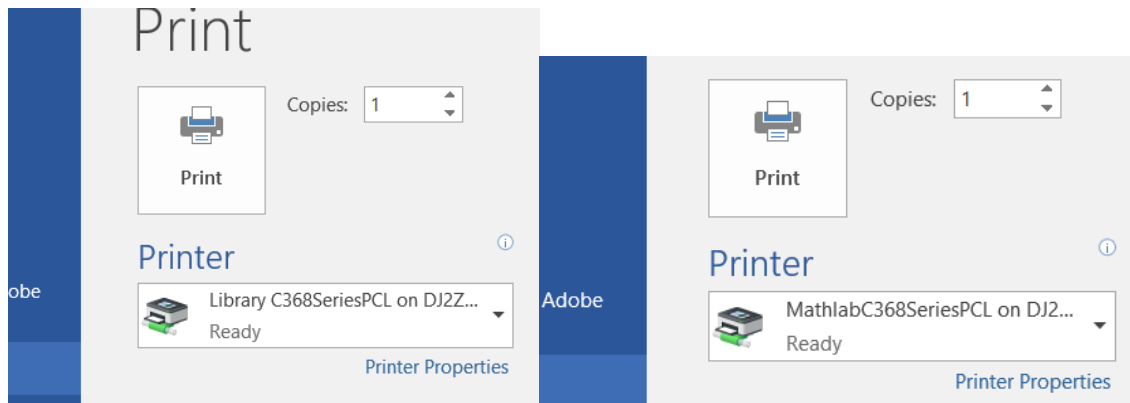


This is where you will enter the Papercut account you created earlier.

4. After login, a popup will appear showing your balance:



5. You may now print to either of the Konica Minolta printers located in the Library or Mathlab.




6. If you click on “Details” on the bottom right corner of the balance popup it will open up an internet browser where, after you log in, you can see your printing summary of every job.



Login

fpserve01:9191/user?username=tester



Username

Password

Language

PaperCutMF

Summary

Rates

Redeem Card

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Change Details

Web Print


Log Out

Summary

Username	tester (test)
Balance	\$0.41
Total print jobs	8
Total pages	8

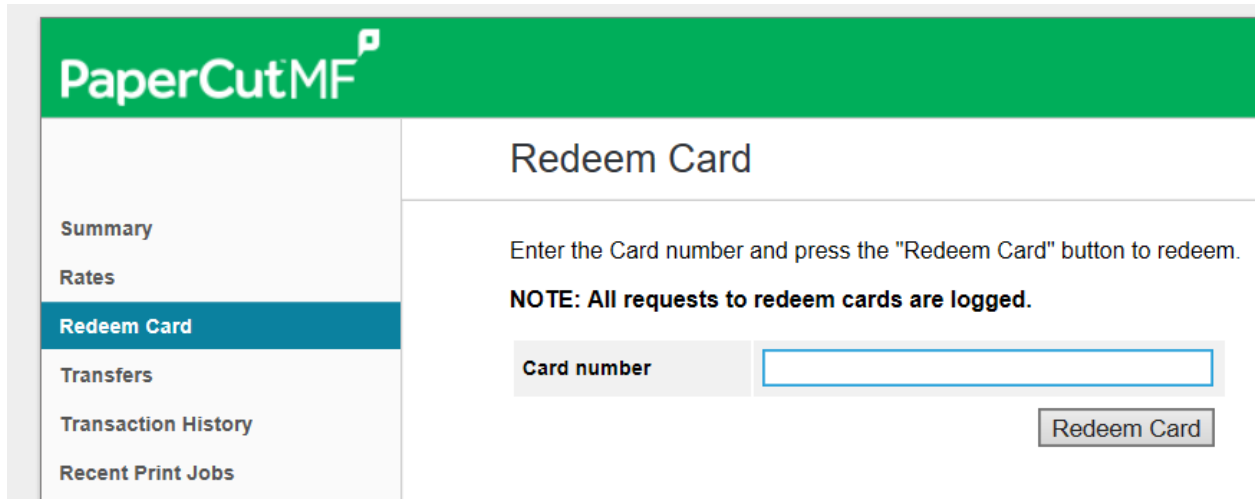
Activity

Balance history for tester



Time	Balance
Start	\$0.90
End	\$0.41

7. Adding to your balance using prepaid cards: Cards can be purchased at the Business office during normal business hours. These can be redeemed by entering the card number in the “Redeem Card” section in the browser.



The screenshot shows the PaperCutMF web interface. On the left is a navigation menu with options: Summary, Rates, Redeem Card (highlighted), Transfers, Transaction History, and Recent Print Jobs. The main content area is titled 'Redeem Card' and contains the instruction: 'Enter the Card number and press the "Redeem Card" button to redeem.' Below this is a 'NOTE: All requests to redeem cards are logged.' A form field labeled 'Card number' is present, followed by a 'Redeem Card' button.

8. You will be logged out of Paper automatically depending on the time you chose at login. You may also log in and out by right clicking on the Papercut icon located in the taskbar at the bottom right of the screen.

