

CLIENT POPUP:

When you print from an application you will receive the following popup:

This is the PaperCut Client Printing Popup.

It shows you the name of the document being printed, the printer to where it is being sent, the number and types of pages being printed, and the cost.

You may have the choice to print from:

- A) Personal Account - Free prints (given to students) plus funds you may personally add.
- B) Shared Account - Formerly called billing codes.

Printing with a Shared Account: (Shared Account formerly known as Billing Codes)

Click the CHARGE TO SHARED ACCOUNT.

Select the shared account from the ACCOUNT drop down box.

Accounts are shown as: **ACCOUNT NAME: GLCODE**

New Shared Account: IT Operations 10-3571-000

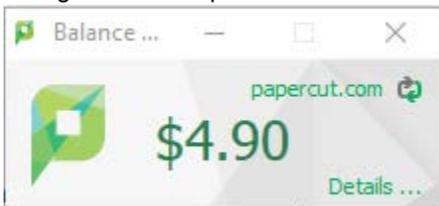
Old Billing Code: 3571

“Billing Codes” are the 4 digits between the dashes - -

You will only be shown accounts you are financially or administratively associated with.

CLIENT RUNNING BALANCE:

Along with the PaperCut client a Personal Account Balance popup will also be available.



This popup performs two functions. The first is to show the current balance of your Personal PaperCut Account and the second is to provide you with the link to your personal PaperCut Summary.

You can get to the login page by clicking the DETAILS ... link at the corner of the popup.

LOGIN PAGE:

Login with your network username and password.



