Navigating in PaperCut

<u>Log in</u>

1. In any browser, go to https://print.iit.edu.

2. Enter your Illinois Tech credentials. These credentials are the same as the ones you use for the myIIT portal.

3. Click "Log in."

Summary tab

1. Shows your username. Clicking on your username will give you the option to log out.

2. These are the tabs that are accessible to you when you log in.
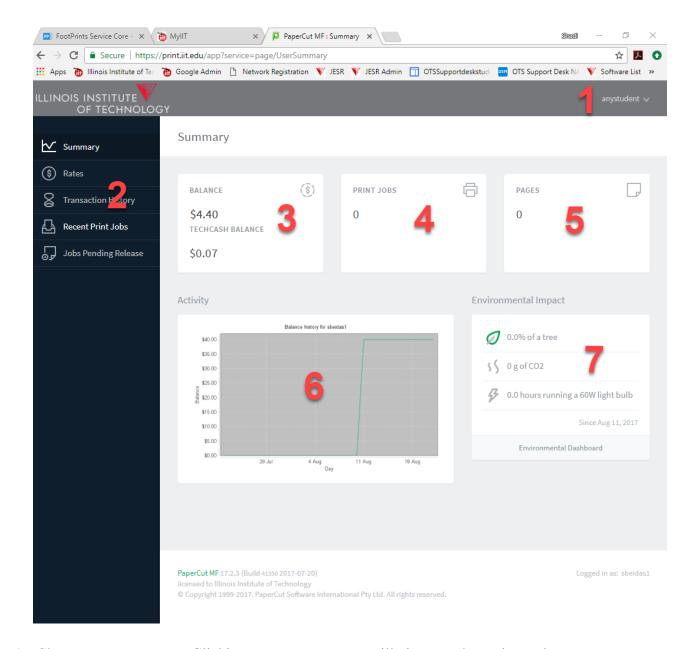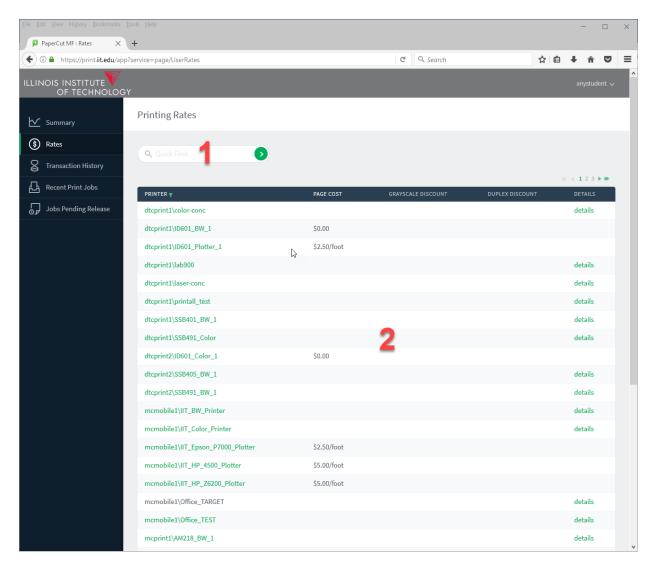
    a. Summary
    b. Rates
    c. Transaction History
    d. Recent Print Jobs
    e. Jobs Pending Release

3. Shows your free printing credits and your TechCash balance. When you print, your free credits, if available, will always be used first and then the system will draw from your TechCash account.

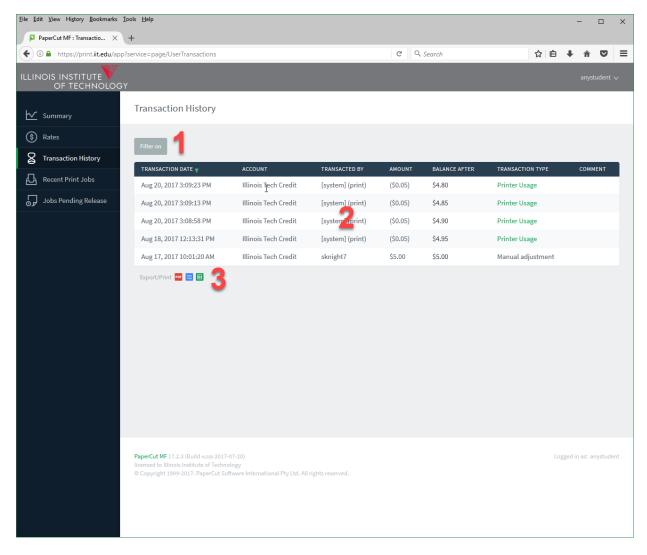4. Shows the number of print jobs you have printed in the lifetime of your account.

5. Shows the number of pages you have printed in the lifetime of your account.

6. Shows your balance history in graph view.

7. Shows your environmental impact over the lifetime of your account.

Rates tab

1. The search function to find rates for a specific printer.

2. Shows rates for printers by page, grayscale, and duplex. If you hover your mouse over "details," you will see all the rates for that particular printer.
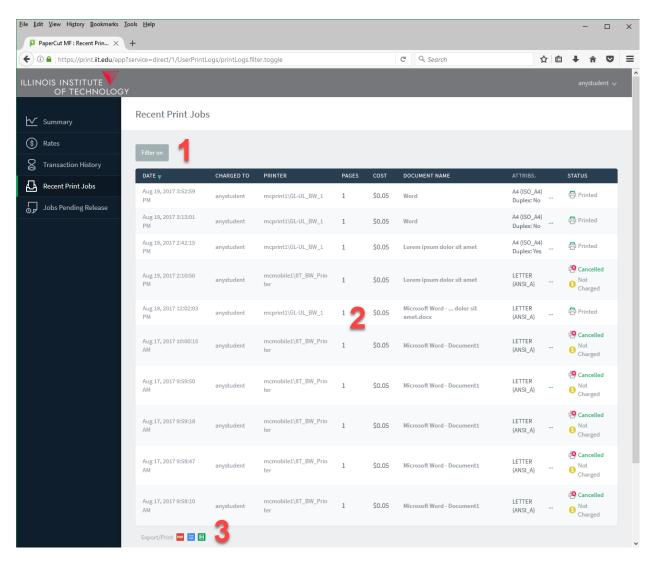
Transaction History tab

1. You can filter by date and time ranges, how it was transacted, the transaction type, and comments.

2. Shows your transaction history for the lifetime of your account, including cash and/or credits that were added/removed, who made the transactions, and the balance.

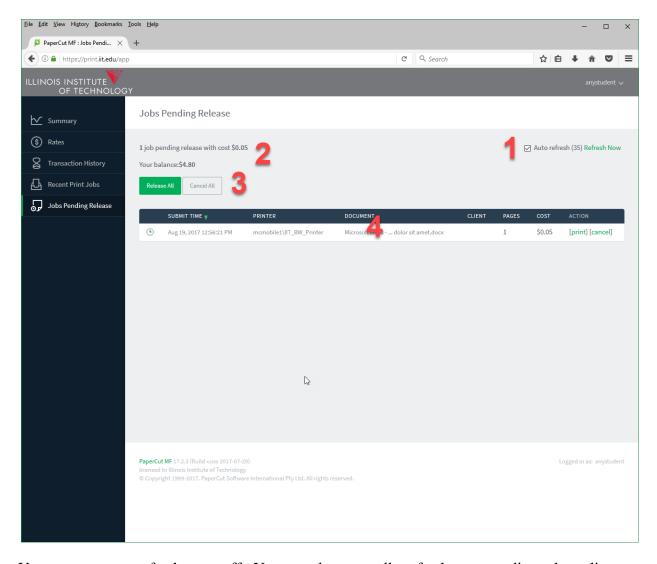3. You can export/print your history to PDF, HTML, or CSV.

NOTE: Dates reflect when the document was sent to the print queue.

Recent Print Jobs tab

1. You can filter by date ranges, printer, document name, duplex, status, etc.

2. Shows the status of past print jobs for the lifetime of your account, whether a document was actually printed or whether it was cancelled (and you were not charged).

3. You can export/print your history to PDF, HTML, or CSV.

Jobs Pending Release tab

1. You can turn auto refresh on or off. You can also manually refresh your pending release list.
2. Shows how many jobs are pending release and the cost.
3. You can "release all" or "cancel all" jobs.
4. Shows jobs pending release by the date and time they were submitted to the printing queue.

If you need assistance, please contact:
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In-person: Galvin Library, Upper Level