



Printing with PaperCut

What is PaperCut?

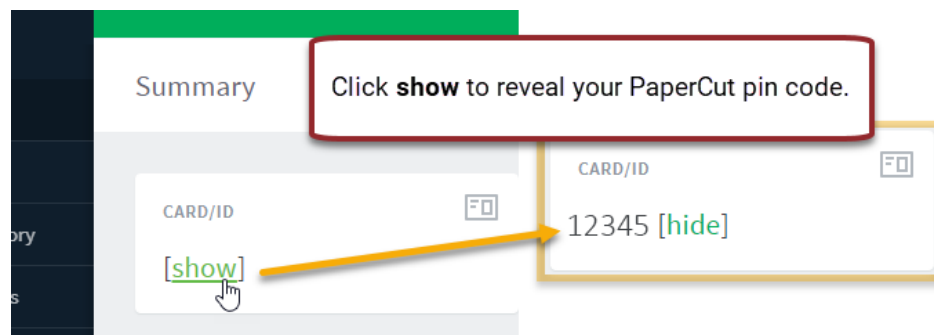
PaperCut is the system we use so that you can print to the copier. Print jobs are held in a queue that you can access from any copier in the district and aren't released until you enter your personal code, ensuring that you are present and ready to collect your print out once it is ready.

There are many advantages to using PaperCut rather than a more traditional printer, but here are a few:

- If you print confidential information, it will not sit on the tray for everyone to see. You can retrieve your confidential print out when you are ready to enter your code.
- It will save paper as you will be able to cancel jobs and only print what you need.
- At this moment, we are in a period of transition but soon all copiers will be on the same queue, allowing you to print to a queue and retrieve the print job anywhere in the district.
- Copier toner is included as part of the agreement with the copier folks; if you use the copier to print, you'll be saving your school money by not making them pay for the toner on non-copier printers. Toner is expensive!

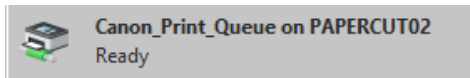
You'll need your PaperCut pin code

- If you don't know your pin code, you can find it by [logging in to PaperCut](#).
 - Log in to the system using your Portal username (without the @prosper-isd.net) and password.
 - Click Log in.
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- Click show to reveal your pin code.

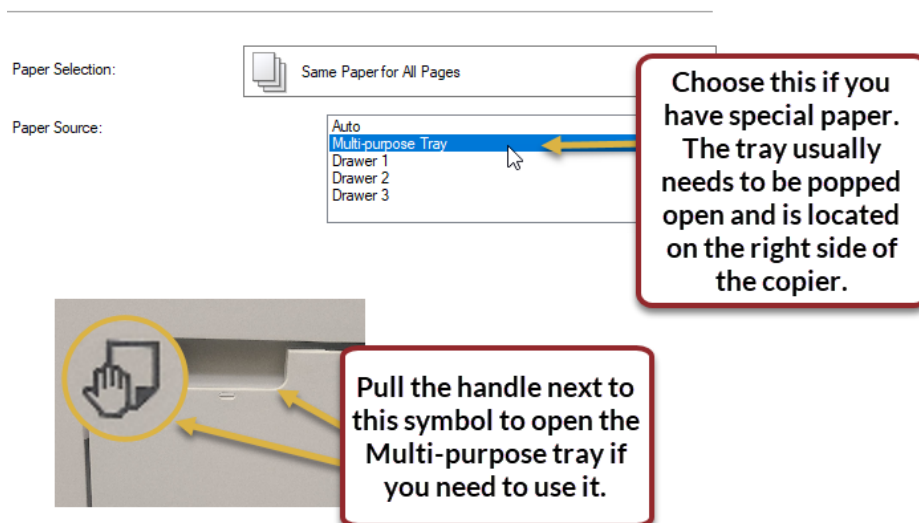


Choosing the PaperCut Que

- When you are ready to print, chose **Print** as you normally would in the program you are using.
- You'll need to choose **Canon_Print_Queue on PAPERCUT02** as your printer if you know your intended printing location has already transitioned to the new copiers.



- If your intended printing location has not transitioned yet and still has the Ricoh copiers, [follow these directions](#).
- To save time, it would be useful to make PaperCut your default printer.
- [Set the options for your print job](#): one or two sided, staples, etc.
 - If you need to print something out on special paper, like card stock or labels, click **Printer Properties** to open a window. In this new window, click the tab that says **Paper Source** to find the menu that allows you change the paper source to the Multi-purpose tray. You'll need to put your special paper in the Multi-purpose tray when you get to the copier you decide to print from.

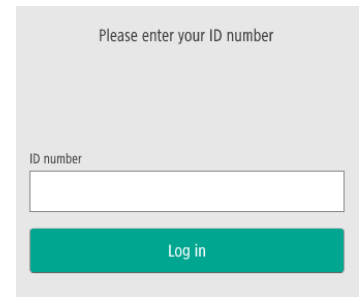


- When all your settings are set, you can click **Print**.



Go to a Convenient Copier

- On the copier screen, enter your PaperCut pin code where it says **ID number** and click **Log in**.

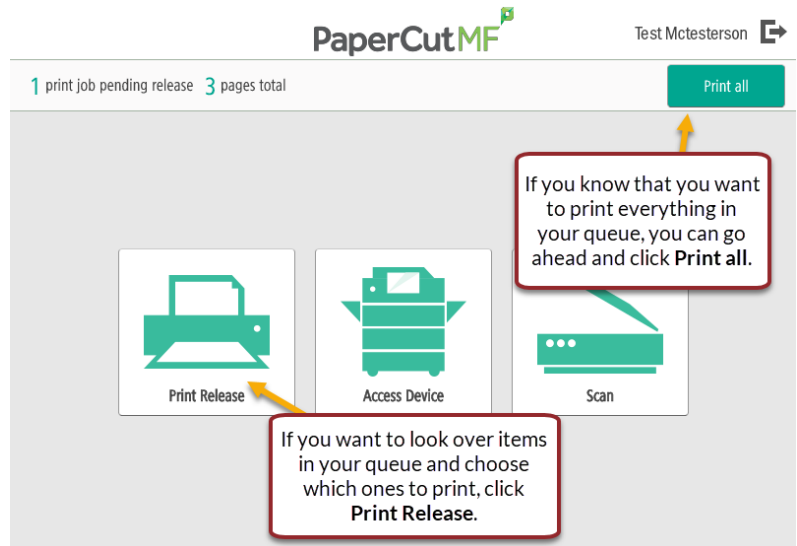


Please enter your ID number

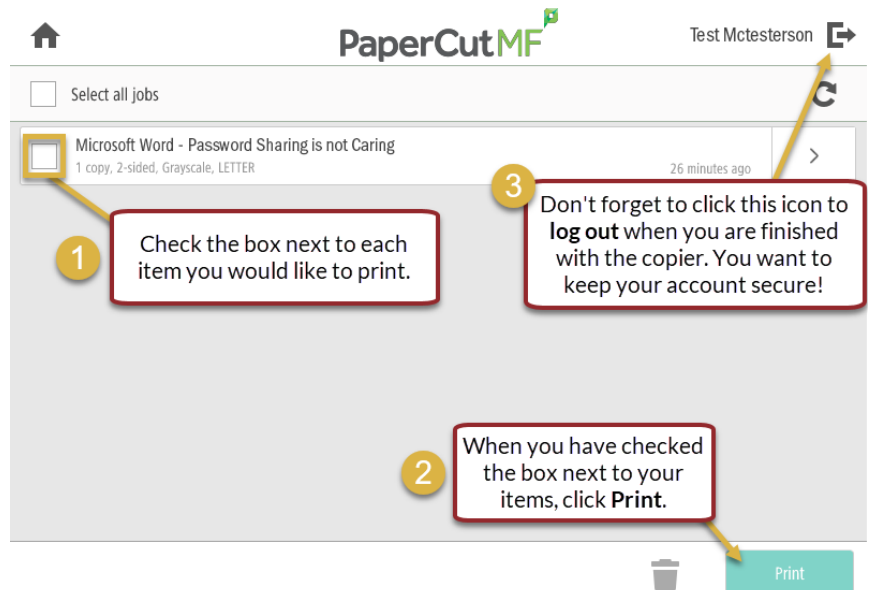
ID number

Log in

- Once you are logged on, you will see a screen where you can choose **Print all** or **Print Release**.
 - If you chose **Print all**, your items will be printing.



- If you chose **Print Release**, you will see a list of items in your queue. Check the items you would like to print and click **Print**.
- Don't forget to click the icon to **log out** when you are finished!



Happy printing! 😊

Contact the Helpdesk if you need further assistance.

Submit a Ticket:



<https://prosper.sherpadesk.com/portal/>