

HOW TO ADD MONEY TO YOUR PRINTING & COPYING ACCOUNT

1. Visit <https://papercut.lib.uoguelph.ca>
2. Login using your central user ID and password (same as you use to login to your UG email and CourseLink)
3. You can now add credit to your account in one of two ways:

ADD CREDIT TO YOUR ACCOUNT USING A CREDIT CARD:

- Click the “Add Credit” link in the left menu
- Choose an amount from the drop-down that you’d like to add to your account, and then click the “Add Value” button
- You’ll be redirected to a secure payment gateway. Enter your credit card and expiration date and click the “Pay Now” button
- The amount will now be added to your account. Click “Done” to return to Papercut

ADD CREDIT TO YOUR ACCOUNT USING CASH:

- Visit the Ask Us Desk on the first floor of the Library
- Purchase a printing voucher from staff
- Visit <https://papercut.lib.uoguelph.ca>
- Click the “Redeem Card” link in the left menu
- Enter the letter/number combination found on the voucher you purchased, including the dashes, and click the “Redeem Card” button

Not a UG student, staff, or faculty member? If you’re visiting the Library and you’re not a UG student, staff, or faculty member, you can still print and copy! Pop by the Ask Us Desk on the first floor of the Library and we can set you up with a temporary account.

HOW TO PRINT

1. Now that you’ve got money in your print & copy account, go to any public computer in the Library
2. Open the webpage or document you’d like to print and click the print button as you normally would
3. In 15-20 seconds, a login screen will appear, enter your UG central user ID and password
4. Now head over to one of the printer/copiers on the first floor of the Library
5. Press the button that looks like a house on the key pad and then touch the print icon on the touch screen
6. Touch the screen and enter your central user ID and password
7. Touch OK and then touch OK again
8. The PaperCutMF user information screen will come up
9. Click on Select jobs
10. Press Print for any jobs in the queue that you want to print
11. Press the yellow button on the key pad 2 times
12. Click “Yes” on the logout button and you’re done

All print jobs sent to public computers stay in the queue for 90 minutes and are then deleted. You are not charged unless you print.

HOW TO PHOTOCOPY

1. Press the button that looks like a house and then touch the copy icon on the touch screen
2. Touch the screen and enter your central user ID and password
3. Touch OK and then touch OK again
4. The photocopying options screen will come up
5. Select desired photocopy options such as zoom, double-sided printing, etc
6. Begin photocopying. Papercut will deduct the cost from your account automatically
7. When finished, press the yellow button 2 times
8. Click “Yes” on the logout button and you’re done

HOW TO SCAN

Scan to USB (free)

1. Press the button that looks like a house and then touch the scan icon on the touch screen
2. Insert USB into the labeled “USB port” slot on the left side of the touch screen
3. Press “USB” on the screen
4. Use the default setting or select the file format you prefer using the drop-down menu (PDF, TIFF, or XPS), Press ‘OK’
5. Scan the document by placing it on the glass OR placing it face-up in the automatic feed tray; Press “scan” or “start” for each page of the document (up 100 pages)
6. Remove USB when you see “USB device can be removed” message in the bottom left of the touch screen
7. Press the yellow button 2 times

Tip: Check that USB scanning worked by checking your scanned file off your USB using a public computer. If not, then re-scan using the following “Scan to File” directions.

Scan to File (free)

1. Press the button that looks like a house on the key pad and then touch the scan icon on the touch screen
2. Press “File” on the touch screen
3. Change the file name to one that makes sense to you: Press “File Name”, press “clear”, type a new file name, press ‘OK’
4. Use the default setting or select the file format using drop-down menu (PDF, TIFF, or XPS), Press ‘OK’
5. Scan the document by placing it on the glass OR placing it face-up in the automatic feed tray; Press “scan” or “start” for each page of the document (up 100 pages)
6. Press the yellow button 2 times
7. Files may be retrieved at any public computer. Go to Computer -> Shared files (S:)