



Ashton

*Education  
with  
Purpose*

# **An Introduction to Printing for Students**

Overview, Adding Credit, Checking your Account, Printing

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## How to Get Help

If you have a question about PaperCut or your account that you can't find an answer for in this guide, or if you encounter an issue, please contact:

Ashton College IT Department

Email: [techsupport@ashtoncollege.com](mailto:techsupport@ashtoncollege.com)

Phone: 604-899-0803 x125

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# Overview

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## Why are we charging for printing?

Due to the costs to maintain the printers and keeping them stocked with paper and toner becoming unsustainable for us to provide for free, we had to move to a cost per page system instead. Additionally, we also found that students would often print documents that did not need to be printed, wasting large amounts of paper and toner. It is our hope that attaching a cost to every page printed will help students to be more conscious of the resources they are using and limit themselves as appropriate.

## Where do I get started?

You will need to know your **Student ID** and **Computer ID** in order to use the new printing system. The first step is to go to the reception desk in room 410 and ask to buy a copy voucher. They are in \$3, \$5, and \$10 values. Everything else you will need to know about the system will be outlined in later sections of this document.

## What will I get access to?

You will be able to use any credit you have on it to make use of the printers in either of the computer labs as well as the central copier available in the main student lounge directly outside of the elevators on the third floor. All of these printers are only monochrome machines – we do not have any colour printers available for students.

## How much does it cost to print?

It costs \$0.10 per page to print or photocopy.

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# Managing Your Account

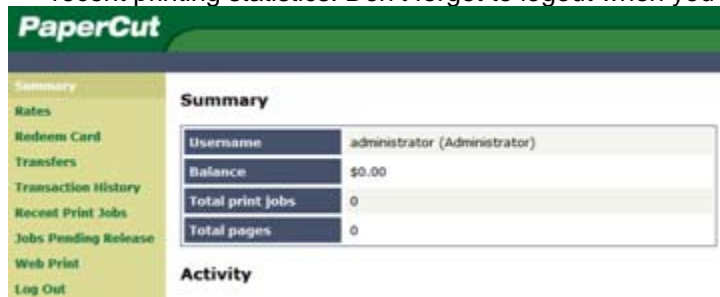
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## Checking Your Account

- 1) From the desktop of one of the student workstations, click on the **PaperCut MF** icon on the desktop.



- 2) Once the login page appears, enter your username and password and click **Login**. From here, you will be able to see all of your accounts details including remaining credit and your recent printing statistics. Don't forget to logout when you are done!

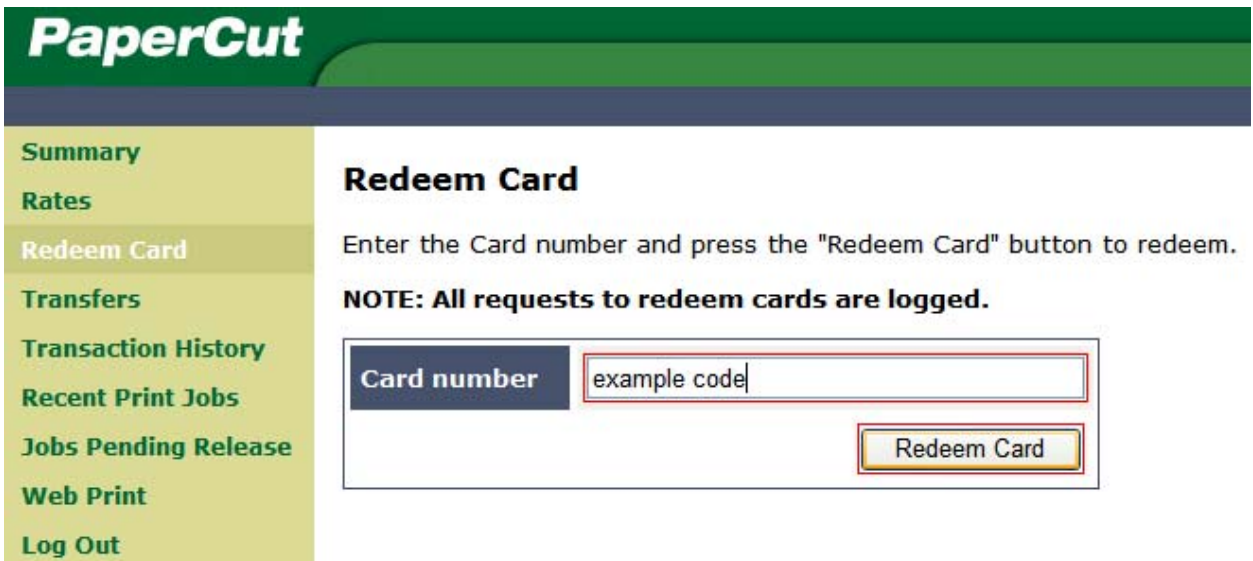


## Adding Credit to Your Account

- 1) Go to the reception desk in room 410 and ask to purchase printer credit. The staff there will be able to help you obtain a credit code.
- 2) Login to your account using the steps outlined in the **Checking Your Account** section of this document.
- 3) From your PaperCut account home page, click on **Redeem Card** from the menu on the left side of the window.



- 4) From the Redeem card page, type the code on the card you received into the **Card Number** box and click **Redeem Card**.



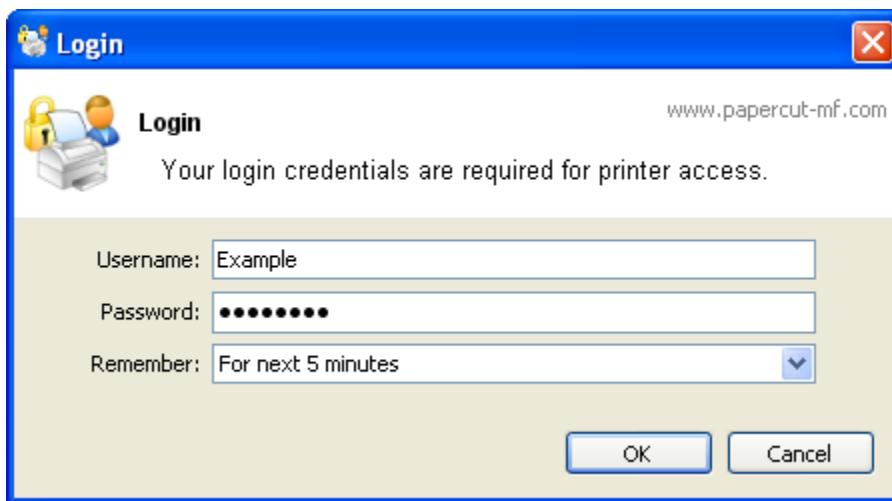
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# Printing and Photocopying

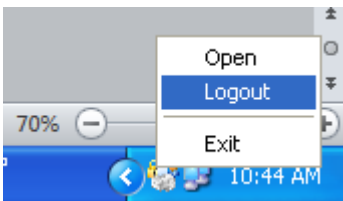
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## Printing

- 1) From any of the student workstations, load your document and print as usual.
- 2) A login box will pop up. Enter your student number in the **Username** box and enter your computer ID in the **Password** box. Click **OK**.



- 3) When you are finished printing, make sure no one can accidentally use your account by right clicking on the PaperCut icon in the system tray and clicking **Logout**.  
On occasion, the icon may be hidden due to a large number of icons in the system tray. If the icon is not visible, you may need to click on the arrow on the left side of the system tray first to reveal it.



## Photocopying

- 1) Simply login to the photocopier by entering your student number in the **Username** box, entering your computer ID in the **Password** box and clicking **OK**.
- 2) When you are finished using the photocopier, make sure no one can accidentally use your account by pressing the yellow **Function Clear** button twice to return the display to the login page.