



CONNECTICUT COLLEGE

New Printing & Copying Software Fact Sheet for Students

This summer, the College launched a new printing and copying system. This new system includes state-of-the-art Xerox devices and a management software system called PaperCut. Some differences between the old system and the new Papercut system are as follows:

1. The first time you swipe your Camel Card at a new Xerox device, you will have to type in your College username and password in order to activate your PaperCut account on your Camel Card.
2. Students are assigned an initial \$30 in printing funds through their PaperCut user account. A link will be available through CamelWeb to view account balances, transaction history and other user data.
3. Once a student exhausts the initial \$30 in printing funds, the software system will automatically default to the student's Camel Cash account. Printing transaction fees will be charged to that account.
4. The student's Camel Cash account must have a positive balance in order for the student to continue submitting printing and copying transactions. Funds can be deposited to a Camel Cash account using the Camel Card account link in CamelWeb. In addition, parents, relatives and friends can make deposits to a student's Camel Cash account on the Camel Card Office website at www.conncoll.edu/camel-card/camel-cash. The minimum deposit amount is \$1 and all deposits are instantly available.
5. To print by email, attach a Microsoft Office document, PDF, or graphics image file and send from your @conncoll.edu account to one of the email addresses listed below:
 - To print a black and white document: camelprint@conncoll.edu
 - To print a color document: camelprint_color@conncoll.edu
6. To log out at a machine, you can swipe your Camel Card or use the logout function on the device screen.
7. All device error messages or malfunctions should be reported by placing a Web Help Desk ticket on CamelWeb.
8. Any questions about account balances or transaction costs, as well as requests for refunds, should be submitted by placing a Web Help Desk ticket on CamelWeb.

If you have other printing/copying questions, email the Print Shop at printshop@conncoll.edu.

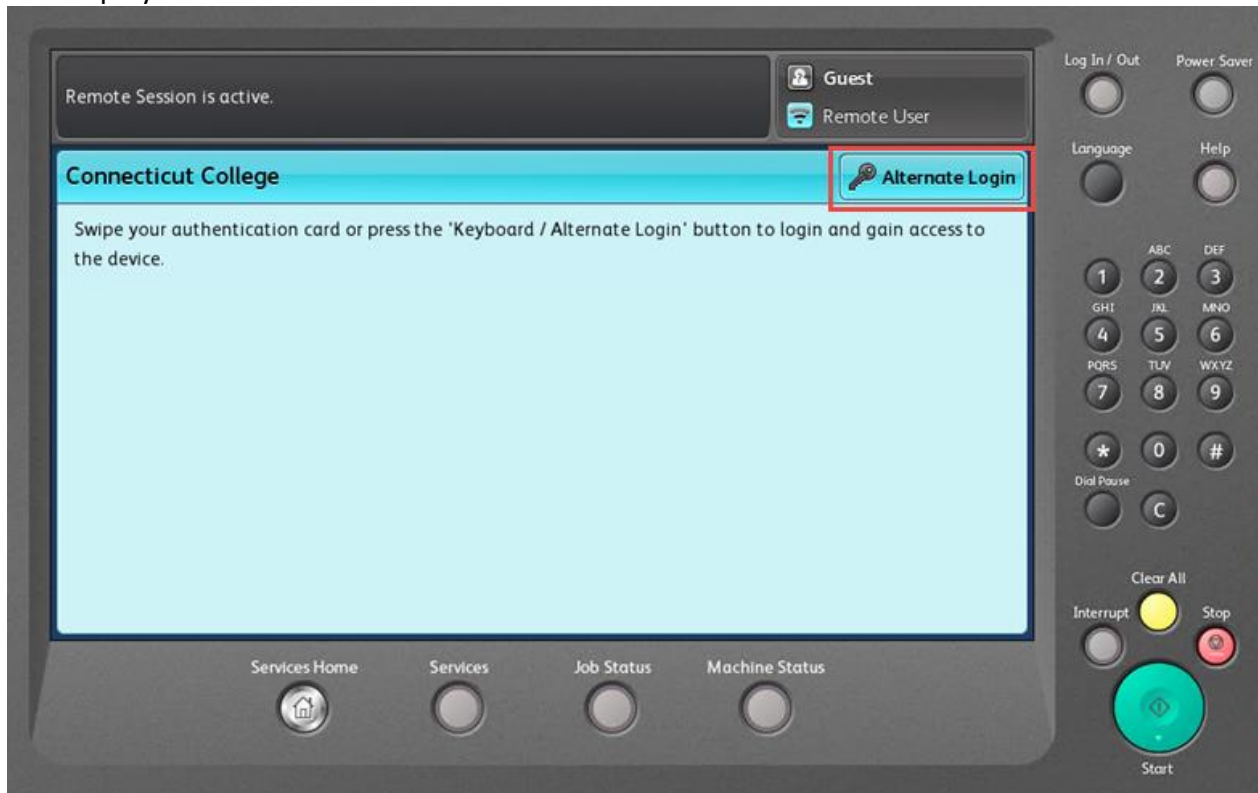
Sincerely,

The Print Shop and Camel Card Office staff

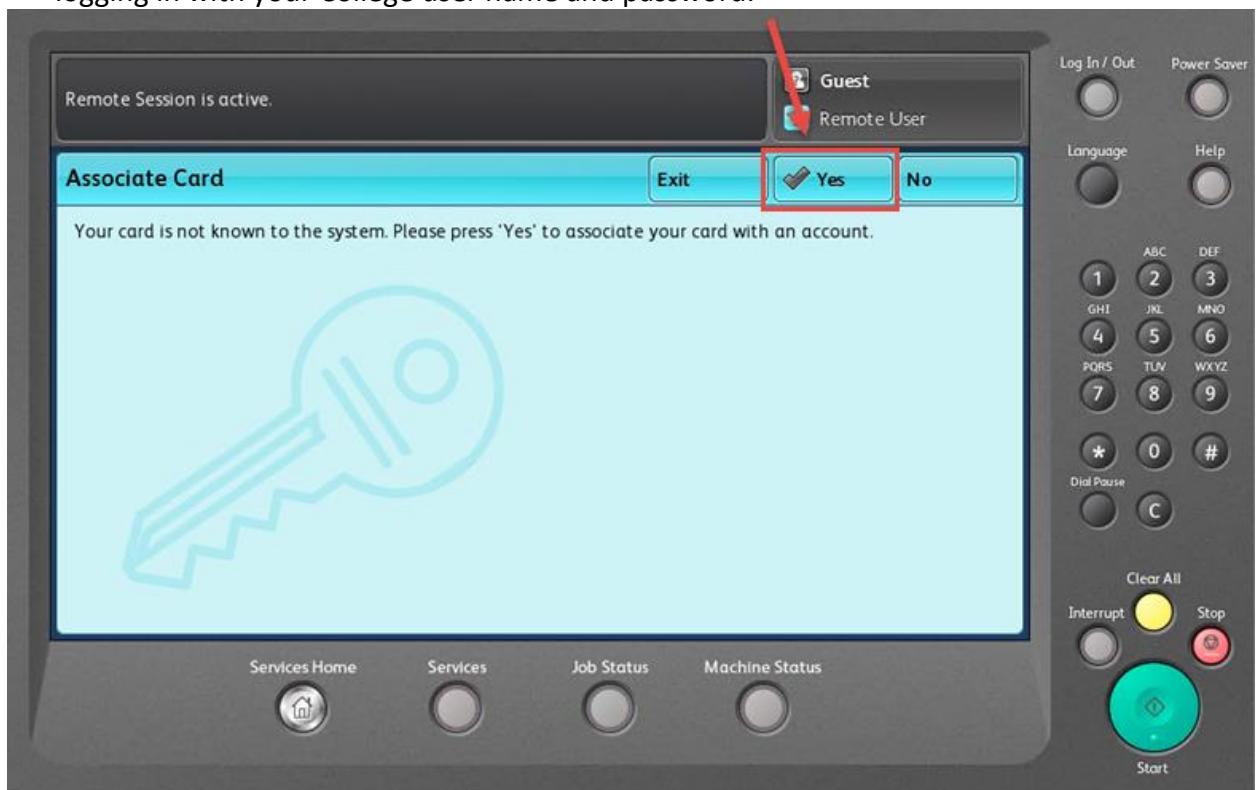
Connecticut College Student User Instructions at the Xerox Multifunction Printer (MFP)

1. FIRST TIME USE OF A XEROX MFP

a. Swipe your Camel Card



b. For the first time only, you will have to associate your Camel Card to your user account by logging in with your College user name and password.



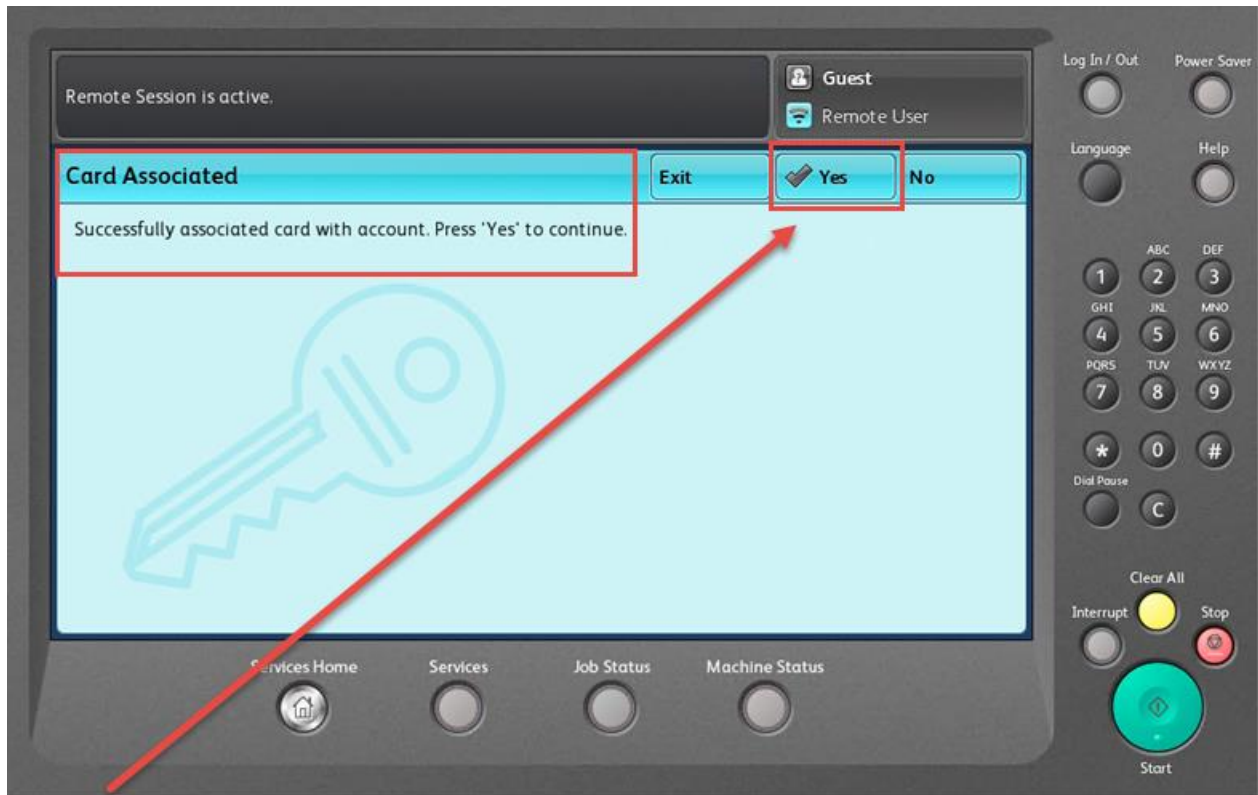
c. Enter your user name and press "Done."



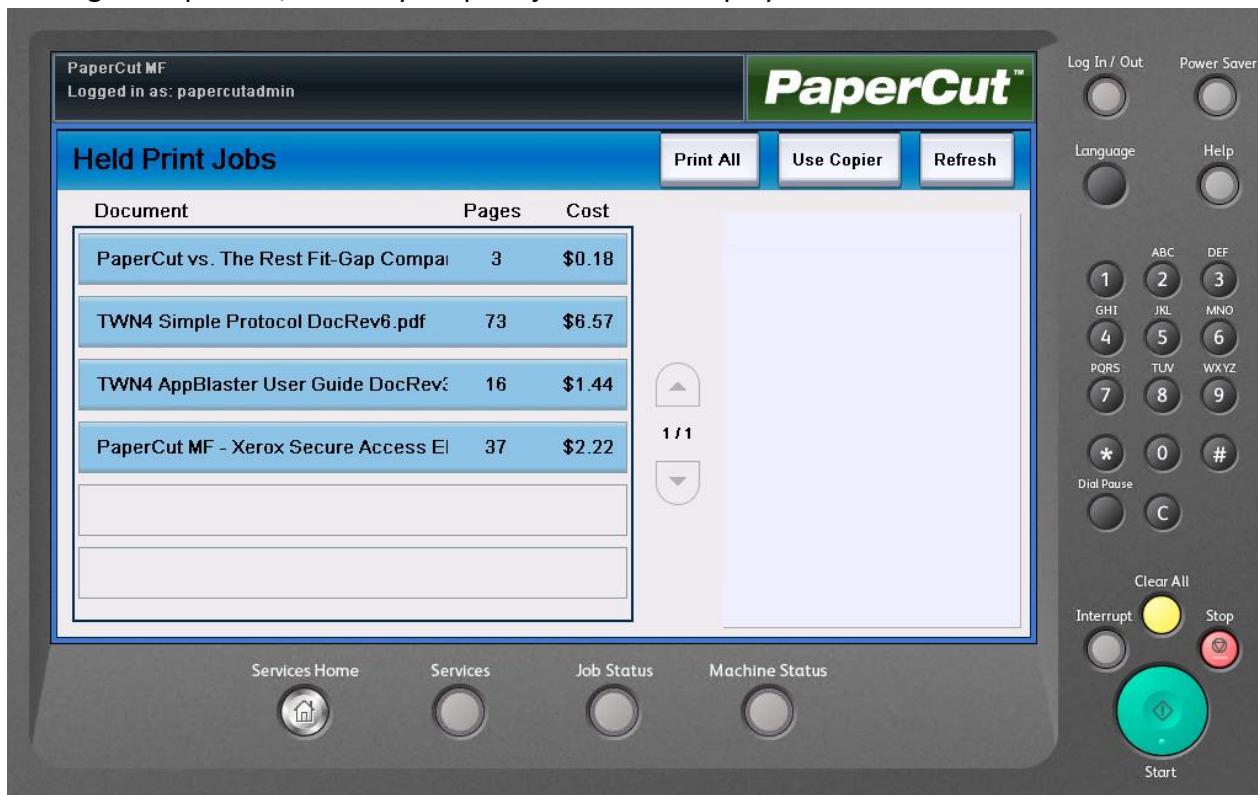
d. Enter your College password and press "Done."



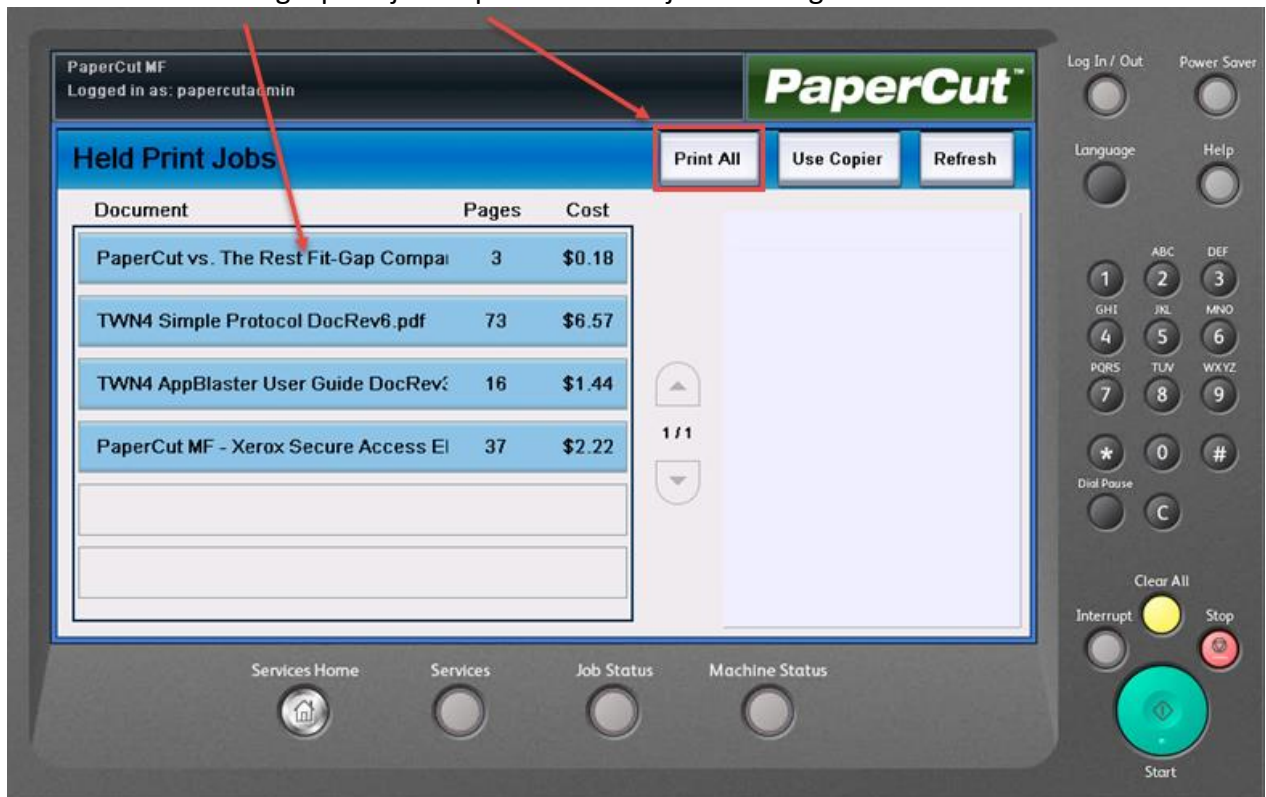
- e. If successful in associating your Camel Card, you will see the below screen. Press “Yes” to move to the next screen.



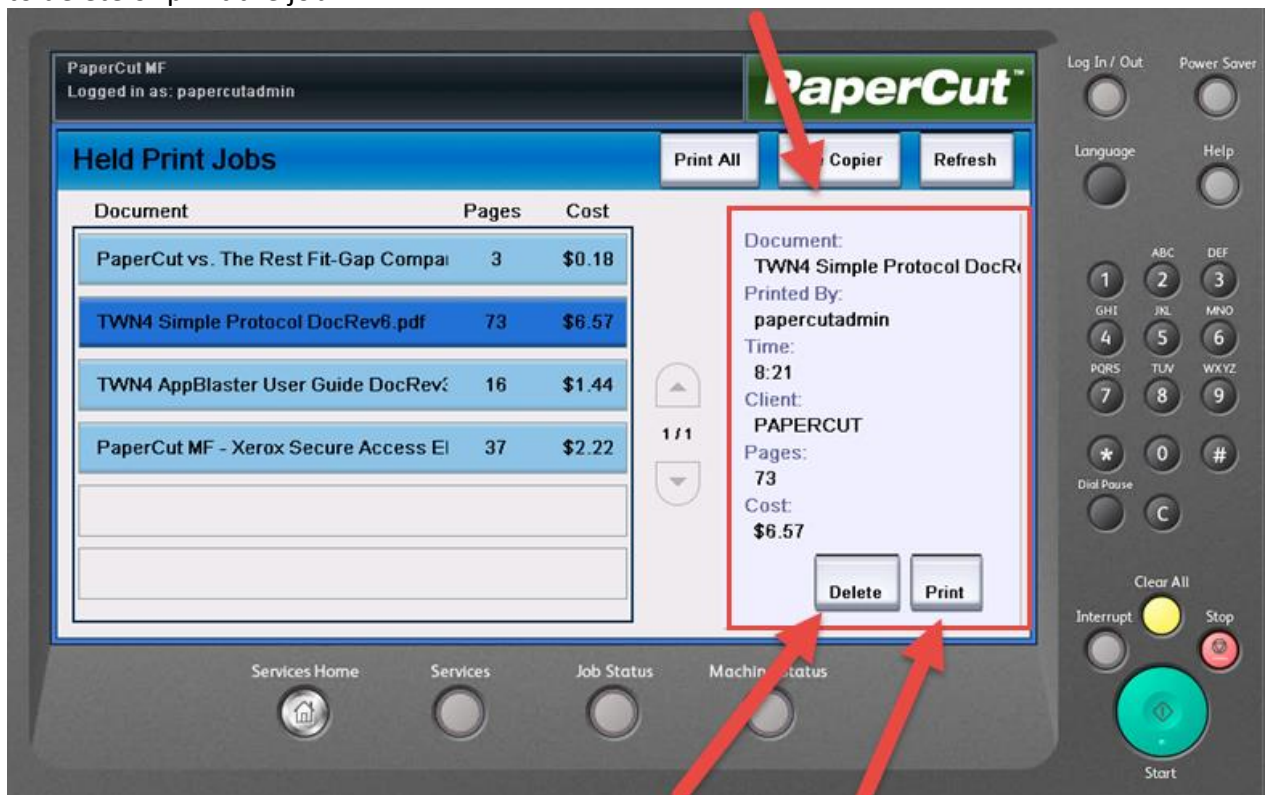
2. **PRINTING** - Once logged in, you will see your “Held Print Jobs” screen. If you have print jobs waiting to be printed, a list of your print jobs will be displayed.



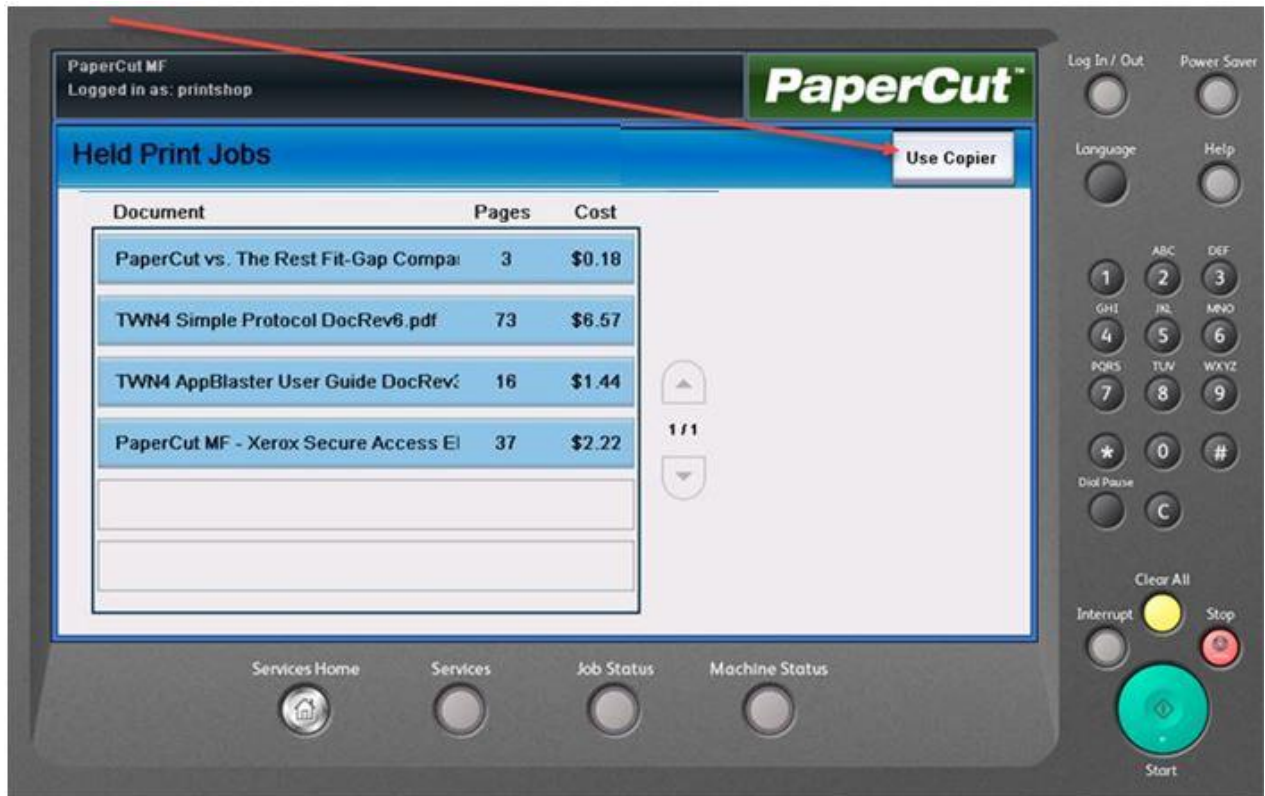
You can choose a single print job or print all of the jobs waiting.



If you choose to print one document, the screen will display the job details. You have the option to delete or print the job.



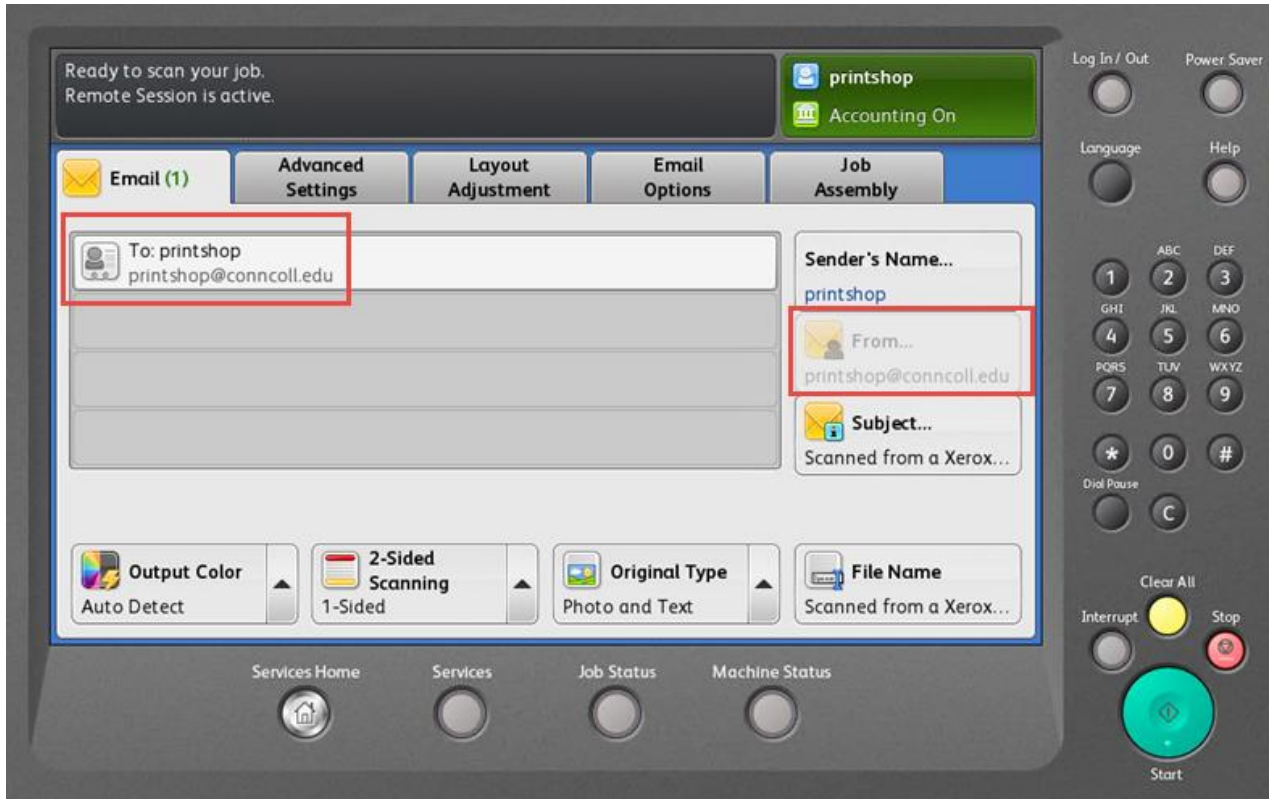
3. **COPYING** - If you aren't printing a held print job, press "Use Copier" to access the copier functions.



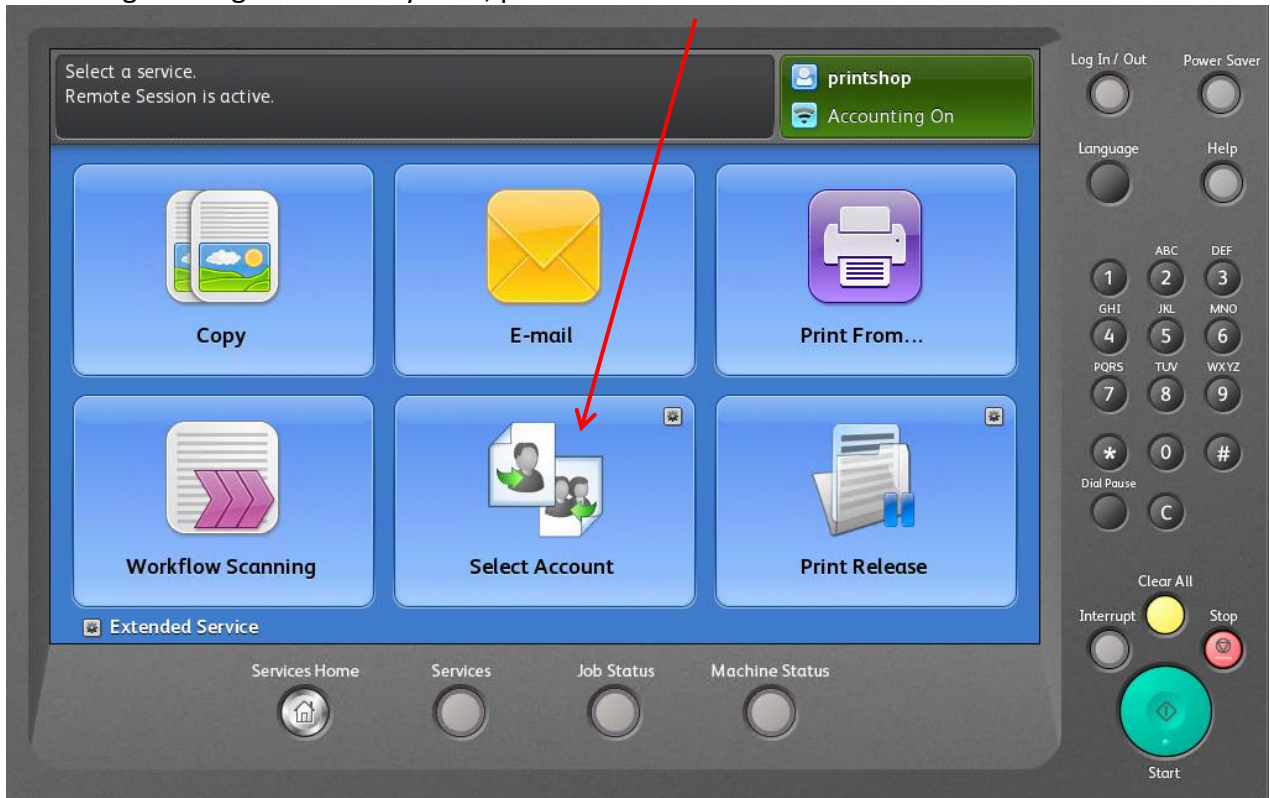
You will see this screen to select copier functions.



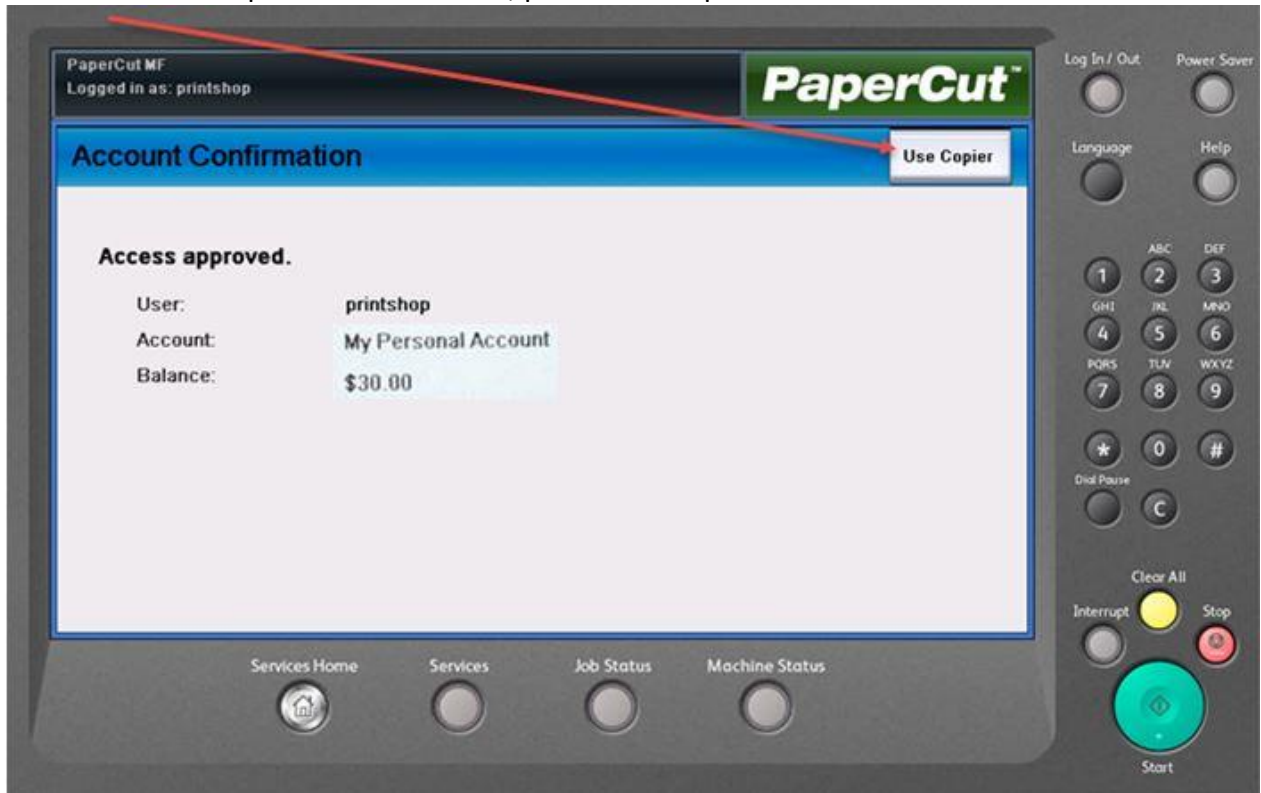
4. **SCAN TO EMAIL** – When you choose “Scan to Email”, PaperCut will populate your email address in the “To:” and “From:” fields.



5. **CHECK YOUR BALANCE** - To confirm your initial \$30 Printing Funds balance or check your remaining Printing Funds at any time, press “Select Account.”



To return to the copier functions menu, press “Use Copier”.



6. **LOG OUT** – To log out, swipe your Camel Card or press the upper right hand corner of the screen and choose “Log Out.”

