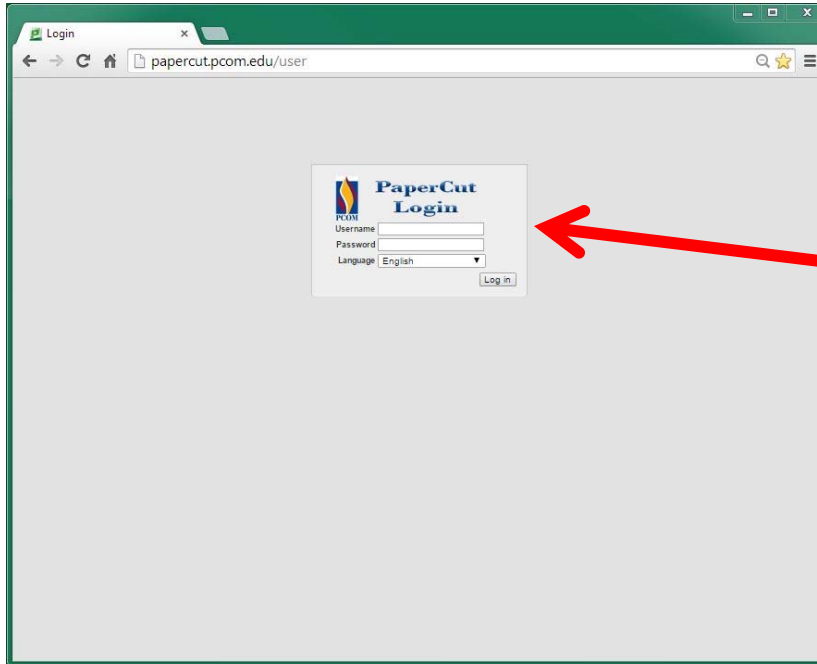
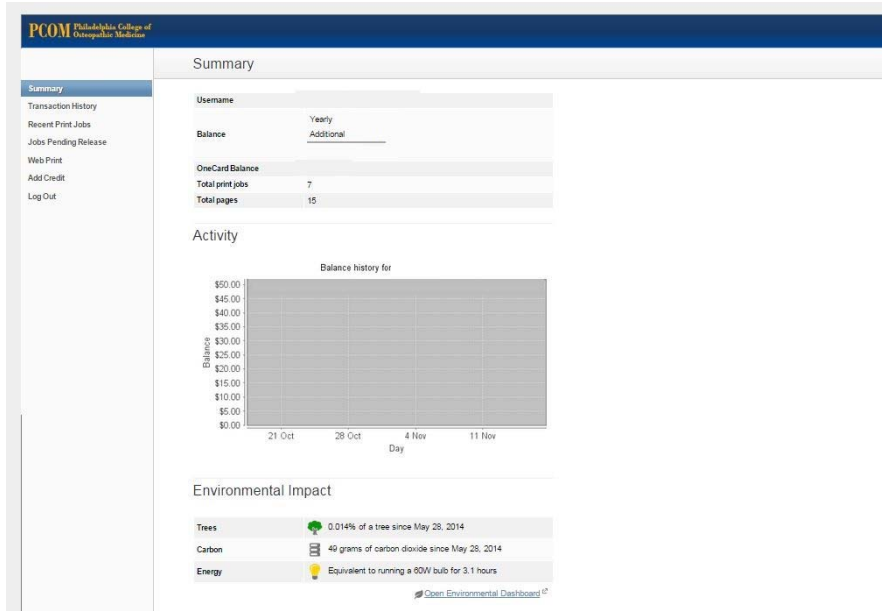


PaperCut Web Portal

- 1) Navigate to the website papercut.pcom.edu



- 2) Use your PCOM username and password (it should be the same as your computer login or wireless account).



- 3) Once logged into papercut it should take you to the summary screen. The summary screen allows you to see their balance and printing statistics on one page.

Job Pending Release:

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Summary

- Transaction History
- Recent Print Jobs
- Jobs Pending Release**
- Web Print
- Add Credit
- Log Out

Summary

Username: _____

Balance: Yearly Additional

OneCard Balance

Total print jobs: 7

Total pages: 15

Activity

Balance history for

Balance

Day

21 Oct 28 Oct 4 Nov 11 Nov

Environmental Impact

Trees: 0.014% of a tree since May 28, 2014

Carbon: 49 grams of carbon dioxide since May 28, 2014

Energy: Equivalent to running a 60W bulb for 3.1 hours

[Open Environmental Dashboard](#)

4) Select the "Job Pending Release" icon on the left-hand

PCOM Philadelphia College of Osteopathic Medicine

Summary

- Transaction History
- Recent Print Jobs
- Jobs Pending Release**
- Web Print
- Add Credit
- Log Out

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#) Auto refresh (Refresh in: 43) Your balance

Submit Time	Printer	Document	Client	Pages	Cost	Action
2014 11:34:55 AM	nr1-paperout/Evans_lab-3	paperout.pdf		1	\$0.05	Print Cancel

5) To print all the Jobs pending in the queue below select "release all" (NOTE: IF THE JOB IS SET TO A CERTAIN PRINTER, THAT'S WHERE THE JOB WILL BE RELEASED. THE PRINTER CAN'T BE CHANGED.)

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Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#) Auto refresh (Refresh in: 43) Your balance

Submit Time	Printer	Document	Client	Pages	Cost	Action
Nov 7, 2014 11:34:55 AM	hp-paperout/Evans_Lab-3	paperout.pdf		1	\$0.05	[print] [cancel]

6) To print a specific file select the blue "print" at the end of a specific print job.

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Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#) Auto refresh (Refresh in: 43) Your balance

Submit Time	Printer	Document	Client	Pages	Cost	Action
Nov 7, 2014 11:34:55 AM	hp-paperout/Evans_Lab-3	paperout.pdf		1	\$0.05	[print] [cancel]

7) To cancel a specific file select the blue "cancel" at the end of a specific print job.

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Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#) Auto refresh (Refresh in: 43) Your balance

Submit Time	Printer	Document	Client	Pages	Cost	Action
Nov 7, 2014 11:34:55 AM	hp-paperout/Evans_Lab-3	paperout.pdf		1	\$0.05	[print] [cancel]

8) To cancel all the Jobs pending in the queue select "cancel all."

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Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#) Auto refresh (Refresh in: 43) Your balance

Submit Time	Printer	Document	Client	Pages	Cost	Action
Nov 7, 2014 11:34:55 AM	hp-paperout/Evans_Lab-3	paperout.pdf		1	\$0.05	[print] [cancel]

9) The "refresh now" button is only used when a current update of jobs pending is needed.

(NOTE: If "Auto refresh" is selected wait for the countdown to refresh the page.)