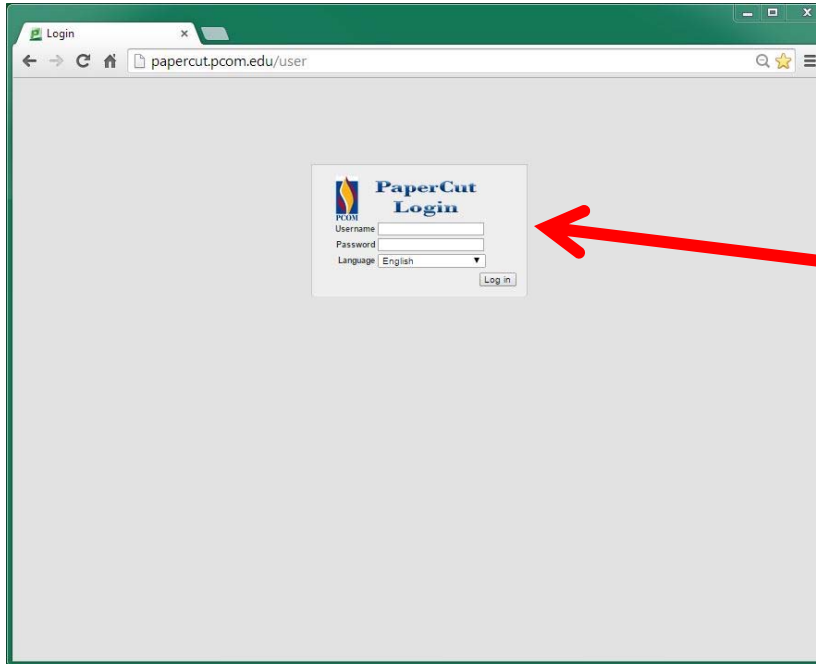
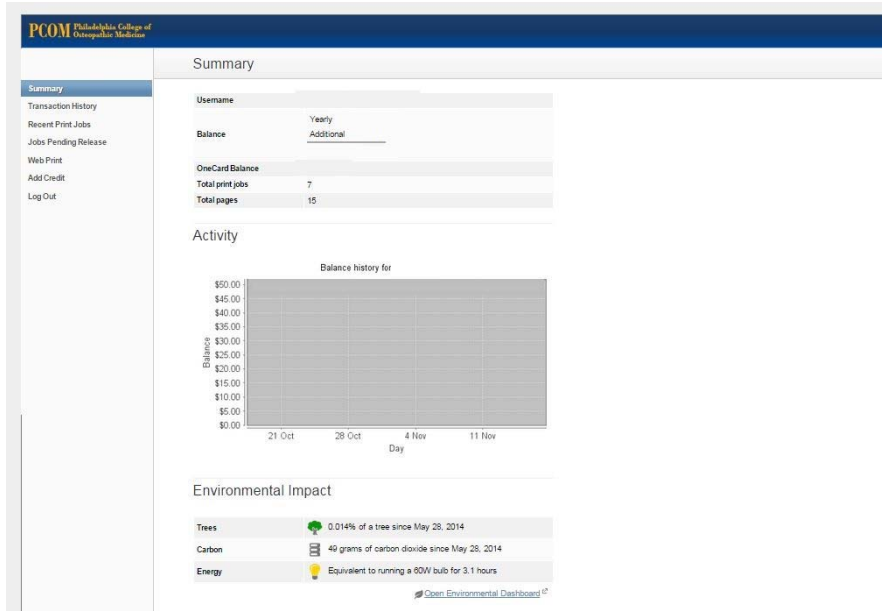


PaperCut Web Portal

- 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.

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Transaction History

Filter on [edit] [remove]

Transaction Date	Account	Transacted By	Amount	Balance After	Transaction Type	Comment
Yearly	[system] (print)		(\$0.05)		Printer Usage	
Yearly	[system] (print)		(\$0.05)		Printer Usage	

Export/Print [PDF] [HTML] [CSV]

4) The “Transaction History” and “Recent Print Jobs” buttons are self-explanatory. The “Transaction History” button shows money added and money subtracted (through print jobs, copies, and scans.) The “Recent Print Jobs” only shows print jobs that were completed via web interface or through regular printing.

5) There’s an option in the bottom left-hand side to “export/print” (The export icons near the button are: **pdf**, **html**, and **csv** (comma separated values/ excel)) or print the history of usage if desired.

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Recent Print Jobs

Filter on [edit] [remove]

Date	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
			1	\$0.05	paperout.pdf	LETTER (ANDLAI) Duplex: Yes Grayscale: Yes 8.5x11 PCL6 Web Print	Cancelled Not Charged
			1	\$0.05	paperout.pdf	LETTER (ANDLAI) Duplex: No Grayscale: Yes 8.5x11 PCL6 Web Print	Printed
			1	\$0.05	paperout.pdf	LETTER (ANDLAI) Duplex: No Grayscale: Yes 8.5x11 PCL6 Web Print	Printed

Export/Print [PDF] [HTML] [CSV]