

Navigating in PaperCut

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Log in

1. In any browser, go to <https://print.iit.edu>.
2. Enter your Illinois Tech credentials. These credentials are the same as the ones you use for the myIIT portal.

File Edit View History Bookmarks Tools Help

print.iit.edu PaperCut Login × +


https://print.iit.edu/user

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Username

Password

Language ▾

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3. Click “Log in.”

Summary tab

The screenshot shows the PaperCut MF Summary page. The browser address bar indicates the URL is <https://print.iit.edu/app?service=page/UserSummary>. The page header includes the Illinois Institute of Technology logo and the user name 'anystudent'. The left navigation menu contains the following items: Summary, Rates, Transaction History, Recent Print Jobs, and Jobs Pending Release. The main content area is titled 'Summary' and features three summary cards: BALANCE (\$4.40), PRINT JOBS (0), and PAGES (0). Below these are sections for Activity (a line graph showing balance history) and Environmental Impact (0.0% of a tree, 0g of CO2, 0.0 hours running a 60W light bulb). The page footer includes the version information 'PaperCut MF 17.2.3 (Build 41350 2017-07-20)' and the user name 'Logged in as: sbeidas1'.

1. Shows your username. Clicking on your username will give you the option to log out.
2. These are the tabs that are accessible to you when you log in.
 - a. Summary
 - b. Rates
 - c. Transaction History
 - d. Recent Print Jobs
 - e. Jobs Pending Release
3. Shows your free printing credits and your TechCash balance. When you print, your free credits, if available, will always be used first and then the system will draw from your TechCash account.
4. Shows the number of print jobs you have printed in the lifetime of your account.

5. Shows the number of pages you have printed in the lifetime of your account.
6. Shows your balance history in graph view.
7. Shows your environmental impact over the lifetime of your account.

Rates tab

The screenshot shows the PaperCut MF Rates page in a web browser. The page title is "Printing Rates" and the URL is "https://print.iit.edu/app?service=page/UserRates". The page features a sidebar with navigation options: Summary, Rates (selected), Transaction History, Recent Print Jobs, and Jobs Pending Release. The main content area displays a table of printing rates for various printers. A search bar labeled "Quick Find:" is located at the top of the table, with a red "1" highlighting it. The table has columns for PRINTER, PAGE COST, GRAYSCALE DISCOUNT, DUPLEX DISCOUNT, and DETAILS. A red "2" highlights the first row of the table, which is "dtcprint1\color-conc".

PRINTER	PAGE COST	GRAYSCALE DISCOUNT	DUPLEX DISCOUNT	DETAILS
dtcprint1\color-conc				details
dtcprint1\ID601_BW_1	\$0.00			
dtcprint1\ID601_Plotter_1	\$2.50/foot			
dtcprint1\lab900				details
dtcprint1\laser-conc				details
dtcprint1\printall_test				details
dtcprint1\SSB401_BW_1				details
dtcprint1\SSB491_Color				details
dtcprint2\ID601_Color_1	\$0.00			
dtcprint2\SSB405_BW_1				details
dtcprint2\SSB491_BW_1				details
mcmobile1\IIT_BW_Printer				details
mcmobile1\IIT_Color_Printer				details
mcmobile1\IIT_Epson_P7000_Plotter	\$2.50/foot			
mcmobile1\IIT_HP_4500_Plotter	\$5.00/foot			
mcmobile1\IIT_HP_Z6200_Plotter	\$5.00/foot			
mcmobile1\Office_TARGET				details
mcmobile1\Office_TEST				details
mcprint1\AM218_BW_1				details

1. The search function to find rates for a specific printer.
2. Shows rates for printers by page, grayscale, and duplex. If you hover your mouse over "details," you will see all the rates for that particular printer.

Transaction History tab

The screenshot displays the PaperCut MF Transaction History page. The interface includes a sidebar with navigation options: Summary, Rates, Transaction History (selected), Recent Print Jobs, and Jobs Pending Release. The main content area shows a table of transactions with the following data:

TRANSACTION DATE	ACCOUNT	TRANSACTION BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE	COMMENT
Aug 20, 2017 3:09:23 PM	Illinois Tech Credit	[system] (print)	(\$0.05)	\$4.80	Printer Usage	
Aug 20, 2017 3:09:13 PM	Illinois Tech Credit	[system] (print)	(\$0.05)	\$4.85	Printer Usage	
Aug 20, 2017 3:08:58 PM	Illinois Tech Credit	[system] (print)	(\$0.05)	\$4.90	Printer Usage	
Aug 18, 2017 12:13:31 PM	Illinois Tech Credit	[system] (print)	(\$0.05)	\$4.95	Printer Usage	
Aug 17, 2017 10:01:20 AM	Illinois Tech Credit	sknight7	\$5.00	\$5.00	Manual adjustment	

Below the table, there are icons for Export/Print in PDF, HTML, and CSV formats. The footer of the page includes the following text:

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Logged in as: anystudent

1. You can filter by date and time ranges, how it was transacted, the transaction type, and comments.
2. Shows your transaction history for the lifetime of your account, including cash and/or credits that were added/removed, who made the transactions, and the balance.
3. You can export/print your history to PDF, HTML, or CSV.

NOTE: Dates reflect when the document was sent to the print queue.

Recent Print Jobs tab

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anystudent

Recent Print Jobs

Filter on **1**

DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
Aug 19, 2017 3:52:59 PM	anystudent	mcprint1\GL-UL_BW_1	1	\$0.05	Word	A4 (ISO_A4) Duplex: No	Printed
Aug 19, 2017 3:13:01 PM	anystudent	mcprint1\GL-UL_BW_1	1	\$0.05	Word	A4 (ISO_A4) Duplex: No	Printed
Aug 19, 2017 2:42:15 PM	anystudent	mcprint1\GL-UL_BW_1	1	\$0.05	Lorem ipsum dolor sit amet	A4 (ISO_A4) Duplex: Yes	Printed
Aug 19, 2017 2:10:50 PM	anystudent	mcmobile1\IIT_BW_Printer	1	\$0.05	Lorem ipsum dolor sit amet	LETTER (ANSI_A)	Cancelled Not Charged
Aug 18, 2017 12:02:03 PM	anystudent	mcprint1\GL-UL_BW_1	1	\$0.05	Microsoft Word - ... dolor sit amet.docx	LETTER (ANSI_A)	Printed
Aug 17, 2017 10:00:15 AM	anystudent	mcmobile1\IIT_BW_Printer	1	\$0.05	Microsoft Word - Document1	LETTER (ANSI_A)	Cancelled Not Charged
Aug 17, 2017 9:59:50 AM	anystudent	mcmobile1\IIT_BW_Printer	1	\$0.05	Microsoft Word - Document1	LETTER (ANSI_A)	Cancelled Not Charged
Aug 17, 2017 9:59:18 AM	anystudent	mcmobile1\IIT_BW_Printer	1	\$0.05	Microsoft Word - Document1	LETTER (ANSI_A)	Cancelled Not Charged
Aug 17, 2017 9:58:47 AM	anystudent	mcmobile1\IIT_BW_Printer	1	\$0.05	Microsoft Word - Document1	LETTER (ANSI_A)	Cancelled Not Charged
Aug 17, 2017 9:58:10 AM	anystudent	mcmobile1\IIT_BW_Printer	1	\$0.05	Microsoft Word - Document1	LETTER (ANSI_A)	Cancelled Not Charged

Export/Print **3**

1. You can filter by date ranges, printer, document name, duplex, status, etc.
2. Shows the status of past print jobs for the lifetime of your account, whether a document was actually printed or whether it was cancelled (and you were not charged).
3. You can export/print your history to PDF, HTML, or CSV.

Jobs Pending Release tab

The screenshot shows the PaperCut MF interface for 'Jobs Pending Release'. The interface includes a sidebar with navigation options: Summary, Rates, Transaction History, Recent Print Jobs, and Jobs Pending Release. The main content area displays the following information:

- 1 job pending release with cost \$0.05
- Your balance:\$4.80
- Buttons: Release All, Cancel All
- Auto refresh (35) Refresh Now checkbox

SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 19, 2017 12:56:21 PM	mcmobile1\IIT_BW_Printer	Microsoft Word - ... dolor sit amet.docx		1	\$0.05	[print] [cancel]

At the bottom of the interface, it shows 'PaperCut MF 17.2.3 (Build 41350 2017-07-20) licensed to Illinois Institute of Technology © Copyright 1999-2017, PaperCut Software International Pty Ltd. All rights reserved.' and 'Logged in as: anystudent'.

1. You can turn auto refresh on or off. You can also manually refresh your pending release list.
2. Shows how many jobs are pending release and the cost.
3. You can “release all” or “cancel all” jobs.
4. Shows jobs pending release by the date and time they were submitted to the printing queue.

If you need assistance, please contact:

The OTS Support Desk

Phone: 312-567-3375 (x7DESK)

Email: supportdesk@iit.edu

In-person: Galvin Library, Upper Level