How to use PaperCut

Western Libraries

You will need a PaperCut account to use the Print, Copy, Scan stations.

How do I log in to PaperCut?

- On the left side of the Western Libraries homepage (www.lib.uwo.ca) under "Getting Started" choose Papercut Login.

Students, Faculty, Staff, at Western automatically have a PaperCut account; no registration required. Use your Western Identity username and password to log in.

Alumni and Guests will have to register for a PaperCut account in order to print, copy or scan at Western Libraries. You must have an email account to register. See staff at the Service Desk for assistance.
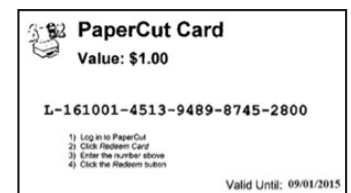
How do I add funds to my PaperCut Account?

You can add funds to your PaperCut account online with your Visa or MasterCard credit card.

The minimum amount you can add by credit card is $5.00.

- Log in to PaperCut
- Click "Add Credit"
- Select an "Amount to Add" from the drop down menu
- Click "Add Value". You will be prompted to enter your credit card information through our secured website.

OR

- You can purchase a pre-paid PaperCut Card (available in $1.00, $5.00, $10.00 or $20.00 amounts) with cash at most locations, or with a debit/credit card at Weldon or Taylor libraries.

PaperCut Card

Value: $1.00

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1) Log in to PaperCut
2) Click Redeem Card
3) Enter the number above
4) Click the Redeem button

Valid Until: 09/01/2015

To add the cash value of the PaperCut Card to your account:

Click "Redeem Card". Enter the card number, including the letter and hyphens and click "Redeem Card" button. To verify the amount was added to your balance click "Summary".

Questions or problems?- See library staff at the service desk.

Printing Costs:

Black & White
$0.10 / page

Colour
$0.50 / page

Scanning
FREE

NOTE: Double-sided printing is charged double the above prices.

How to Print

Western Libraries

Printing Costs:

Black & White
$0.10 / page

Colour
$0.50 / page

Scanning
FREE

NOTE:
Double-sided printing is charged double the above prices.

You will need a PaperCut account to use the Print, Copy, Scan stations.

There are 3 ways to print:

1. From a library computer (students, faculty, staff)

- Log in to a library computer with your Western Identity username and password
- Open the document you would like to print
  - PDF document: use the printer icon within the PDF to print
  - Word document: use File>Print
- Black and white printer is the default; For colour, select colour in your printing settings.
- Set any preferences (e.g. double sided). Select "Print".
- To pick up your job, go to a Print, Copy, Scan, station.
- Log in to the Print, Copy, Scan station with your PaperCut username and password, release and retrieve your print job.

2. Email

- Email your print job from anywhere, using any device and pick it up at the Print, Copy, Scan station.
- Send the email from the same address associated with your PaperCut account (Western users = Western '@uwo' email, Alumni & Guests = email used to register for PaperCut).
- Attach the document you would like to print (**15 MB** file size limit).
- Send to the printer's email address:
  - library-black-and-white@uwo.ca for black & white;
  - library-colour@uwo.ca for colour.
- Log in to the Print, Copy, Scan station with your PaperCut username and password, release and retrieve your print job.

3. From anywhere using Web Print

- Log in to PaperCut (papercut.uwo.ca) on any device
- Select "Web Print"
- Select "Submit a Job"
- Select Printer:
  - drucker\Library-Black-and-White (for black and white)
  - drucker\Library-Colour (for colour)
- Click "Print Options and Account Selection" to Indicate the # of copies.
- Upload or drag document(s) and click "Upload & Complete". (File sizes cannot exceed **25 MB**).
- Log in to the Print, Copy, Scan station with your PaperCut username and password, release and retrieve your print job.

Questions or problems?- See library staff at the service desk.

How to **Copy**

Western Libraries

You will need a PaperCut account to use the Print, Copy, Scan stations.
*Press the "Home" button to display all copy functions.*

To use the document feeder:
- From the "Home" screen select "Basic Copy"
- Make sure the document is not folded, wrinkled, and does not have staples
- Load your document into the feeder, **print side up**
- Press the "Start" button.

To copy double-sided:
- Place your document on the glass, **print side down** or in document feeder, **print side up**
- Select "1-1 simplex" on the screen
- Select the option you need (i.e. 1-2 Duplex OR 2-2 Duplex)
- Press "Ok"
- Press the "Start" button
- If using glass flip your sheet over when the first side is done
- Press "Next Copy"
- Press "Job Finish" if done, OR
- Press "Next Copy" to copy more pages
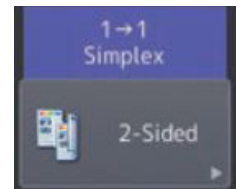
To copy in colour:
- From the "Home" screen select "Basic Copy"
- Select "Auto Colour" on the main screen
- Place your document on the glass, print side down
- Press the "Start" button
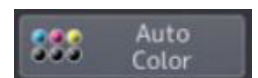
To zoom (reduce or enlarge):
- From the "Home" screen select "Basic Copy
- Select "Zoom"
- Place your document on the glass, **print side down**
- Select the original paper size (LT = letter, LG = legal, LD = ledger)
- Use the directional arrows to zoom up (enlarge) or zoom down (reduce)
- Select "Ok"
  Press the "Start" button
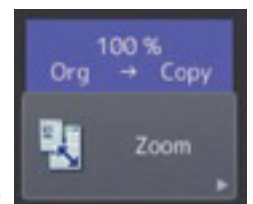
Logout

Questions or problems?- See library staff at the service desk.

Printing Costs:

Black & White
$0.10 / page

Colour
$0.50 / page

Scanning
FREE

NOTE:
Double-sided printing is charged double the above prices.

How to Scan

Western Libraries

Printing Costs:

Black & White
$0.10 / page

Colour
$0.50 / page

Scanning
FREE

NOTE:
Double-sided printing is charged double the above prices.

You will need a PaperCut account to use the Print, Copy, Scan Stations.

Scanning is FREE.

Begin by logging in to the Print, Copy, Scan station with your PaperCut username and password.

Click on the "Home" button to display scanning functions. To scan, choose one of two options:

1. Scan to USB

- Insert USB into the left side of touch screen
- Set any scanning preferences (file type, resolution, colour/black and white)
- Press "OK"
- Place your document on the glass, **print side down** or in document feeder, **print side up**
- Press the "Start" button to begin scanning
- When scanning is done, press "OK"
- Wait for message "USB can be removed" before removing USB
- Press "logout" button

2. Scan to Email

- For Western users, Western email is automatically entered. For Alumni and Guests, enter PaperCut registered email
- Set scanning preferences (file type, resolution, colour/black and white)
- Place your document on the glass, **print side down** or in document feeder, **print side up**
- Press "Start" button
- You can only scan 10-12 pages at a time before Scan to Email times out. For longer documents use "Scan to USB" (see above)
- When scanning is done press "OK"- your scanned job will be sent to your email
- Press "logout" button

Questions or problems?- See library staff at the service desk.