

**If you are printing for the 1<sup>st</sup> time, you must go to a printer with a touch screen display and register your Simpson ID card in PaperCut. You can go to a Sharp printer (Students - 2<sup>nd</sup> floor in Dunn Library), the McNeill hallway printer, or Carver General Lab.**

To do this, swipe your ID across the Key FOB symbol or card reader shown below and enter your Simpson account firstname.lastname and password.



**Sharp Copiers/Printers**

**Or**



**Lexmark Printers**

**After you register your ID, you can go to any printer and release your print job.**

# Log into SC Connect and select PaperCut

The screenshot shows the SC Connect staff home page. The browser address bar displays `scconnect.simpson.edu/staff/Pages/default.aspx`. The page header includes the SC Connect logo, a menu icon, and a notification badge showing 0 notifications. Below the header, the page is titled "Home" and includes a search bar.

The main content area is divided into several sections:

- My Actions**: A list of actions including "UPDATE MY INFORMATION", "PAYROLL & TAX INFORMATION", "ENTER AND APPROVE TIMECARDS", "EXAMINE MY BUDGET", "REGISTRATION", and "REQUIRED AGREEMENTS".
- My Forms**: A section for managing forms.
- INSTITUTIONAL INFO FOR EMPLOYEES**: A section with a checkmark icon.
- HUMAN RESOURCES**: A section with a group of people icon.
- SEARCH & REGISTER**: A starburst icon.
- My Involvement**: A section containing a list of items under "MISCELLANEOUS":
  - All Campus Budget Committee
  - Campus COVID-19 Dashboard
  - Departments
  - Information Services
- Student Excused Absences**: A table with columns for "new item", "SPORT/EVENT", and "EXCUSED DATE/TIME".

SPORT/EVENT	EXCUSED DATE/TIME
Men's Volleyball	1/24/2024 2:00 PM
Basketball (Men) ✖	1/24/2024 2:00 PM
2024 Simpson College Jazz Festival (Thursday)	1/25/2024 6:00 AM
Women's Gymnastics	1/25/2024 9:30 AM
2024 Simpson College Jazz Festival (Friday)	1/26/2024 6:00 AM
- My Links**: A section containing various links:
  - MOODLE
  - EMPLOYEE ADVISORY COMMITTEE (EAC)
  - BOOK A MEETING OR EVENT
  - SECURE PRINT
  - PAPERCUT** (highlighted with a red circle)
  - ALL CAMPUS BUDGET COMMITTEE INFORMATION
  - PROGRAM PRIORITIZATION
  - HANDSHAKE
  - HOLIDAY CLOSING DATES

A red arrow points from the "All Campus Budget Committee" link in the "My Involvement" section to the "PAPERCUT" link in the "My Links" section.

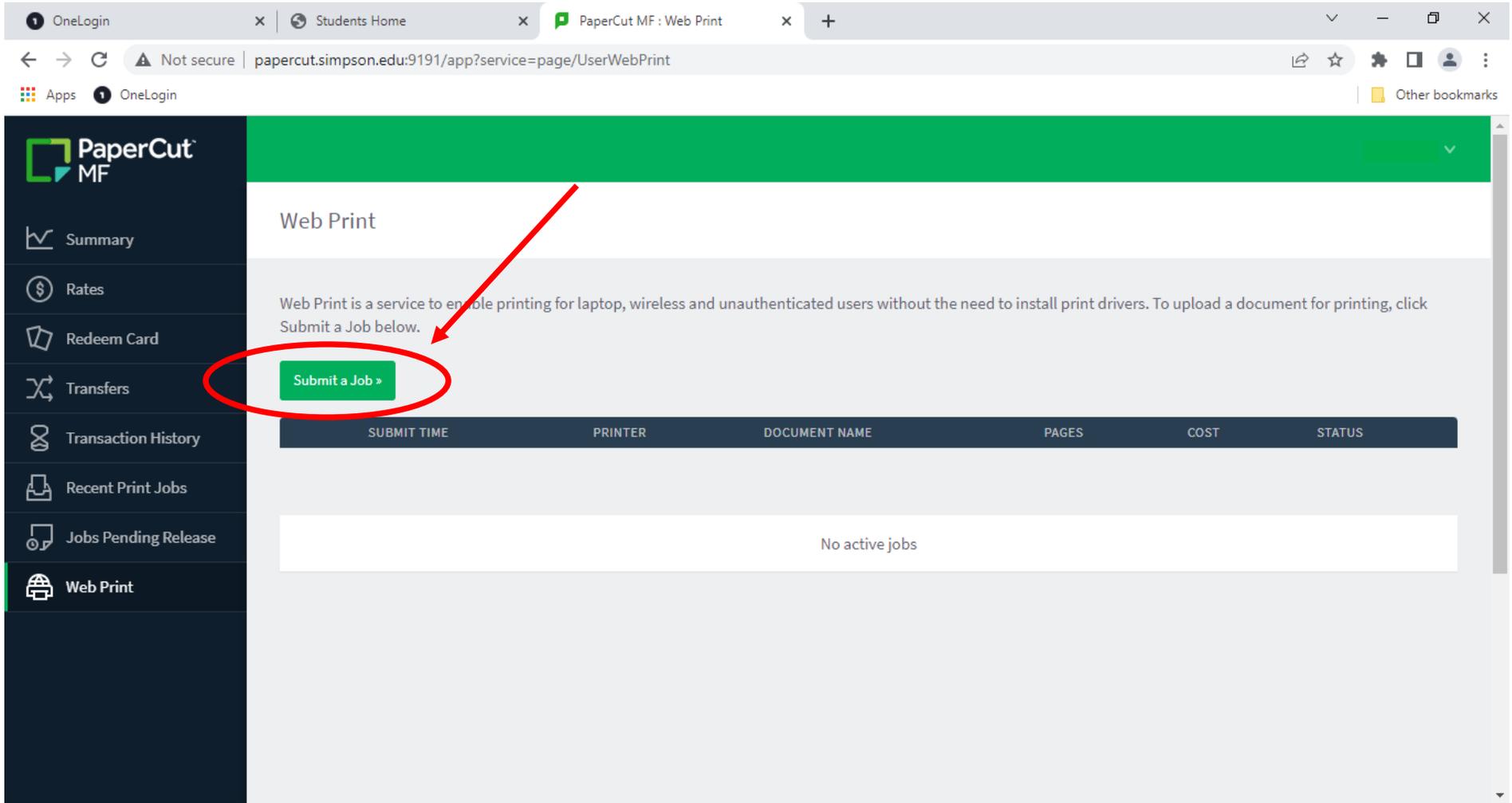
Log into PaperCut (firstname.lastname/Simpson password)

The screenshot shows a web browser window with the following details:

- Browser Tabs:** OneLogin, Students Home, PaperCut Login for Simpson Coll.
- Address Bar:** Not secure | papercut.simpson.edu:9191/user
- Page Header:** Apps, OneLogin, Other bookmarks
- Background:** A vibrant, stylized illustration of a landscape with green trees, a blue waterfall, a person on a bicycle, and a person on a swing.
- Logo:** PaperCut MF | 22.0
- Form Fields:**
  - Username:
  - Password:
- Buttons:** Log in
- Language Select:** English



## Click on Submit a Job



The screenshot shows a web browser window with the following details:

- Browser tabs: OneLogin, Students Home, PaperCut MF : Web Print
- Address bar: `papercut.simpson.edu:9191/app?service=page/UserWebPrint`
- Page title: PaperCut MF
- Section: Web Print
- Text: "Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below."
- Button: "Submit a Job »" (highlighted with a red circle and pointed to by a red arrow)
- Table header:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
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- Table content: "No active jobs"

Choose a printer: If the printer you would like to send to is listed below, select the radio button in front of the name.

If the printer you want to send to is not listed, select the radio button in front of Find-Me Printer (virtual).

Then click Print Options and Account Selection

The screenshot shows the PaperCut MF Web Print interface. The page title is "Web Print" and the URL is "papercut.simpson.edu:9191/app?service=action/1/UserWebPrint/0/\$ActionLink". The interface includes a sidebar with navigation options: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Change Details, and Web Print. The main content area shows a "Select a printer:" section with a search bar and a table of printer options. The table has two columns: "PRINTER NAME" and "LOCATION/DEPARTMENT". The "printserver\Find-Me Printer (virtual)" option is selected, indicated by a green radio button. The "printserver\KKG" option is circled in red. At the bottom right, there is a green button labeled "2. Print Options and Account Selection" with a red arrow pointing to it. A progress indicator at the top right shows three steps: "1. Printer" (selected), "2. Options", and "3. Upload".

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> printserver\ARMC_MidiLab	ARMC/Smith Chapel Basement
<input type="radio"/> printserver\ATO	ATO Lab
<input type="radio"/> printserver\CVR_233Lab	
<input checked="" type="radio"/> printserver\Find-Me Printer (virtual)	
<input type="radio"/> printserver\KKG	KKG Lab
<input type="radio"/> printserver\KTP	KTP Lab
<input type="radio"/> printserver\LXA	LXA Lab
<input type="radio"/> printserver\MB_LangLab	
<input type="radio"/> printserver\MCN_110Lab	McNeill 110 Lab
<input type="radio"/> printserver\SAE	SAE Lab

# Click on Upload Document

The screenshot shows a web browser window with the following details:

- Browser tabs: OneLogin, Students Home, PaperCut MF: Web Print - Step 2
- Address bar: Not secure | papercut.simpson.edu:9191/app
- Navigation: Apps, OneLogin, Other bookmarks
- Page Header: PaperCut MF logo, add app button, and a progress indicator showing 1. Printer (checked), 2. Options (active), and 3. Upload (disabled).
- Main Content Area:
  - Section: Web Print
  - Section: Options
  - Field: Copies (input value: 1)
  - Navigation: « 1. Printer Selection
  - Action: 3. Upload Documents > (highlighted with a red arrow)
- Left Sidebar (Navigation Menu): Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print

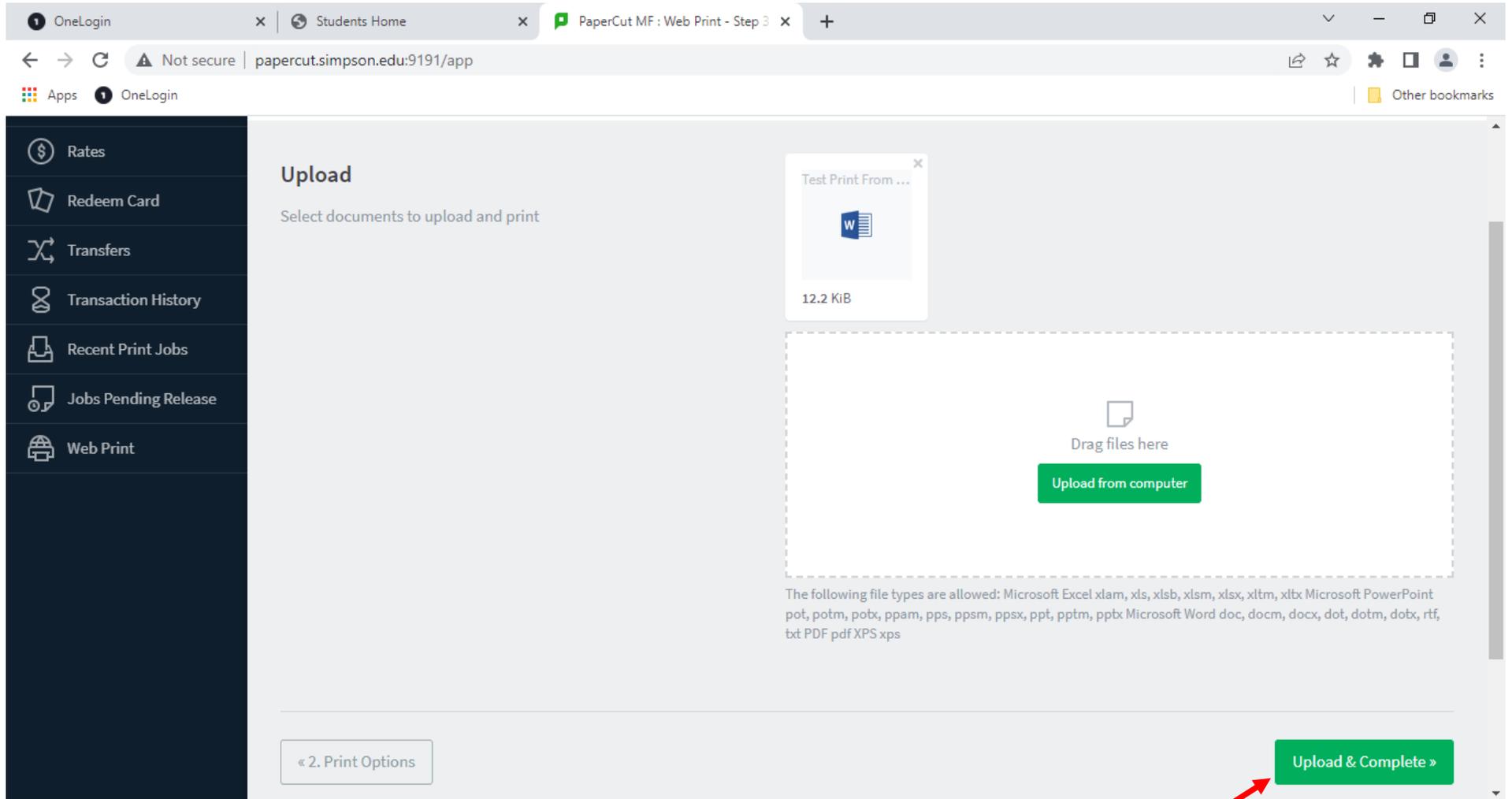
Click on Upload from computer

The screenshot shows a web browser window with the following details:

- Browser tabs: OneLogin, Students Home, PaperCut MF : Web Print - Step 3
- Address bar: Not secure | papercut.simpson.edu:9191/app
- Page Header: PaperCut MF logo and a green navigation bar.
- Page Title: Web Print
- Progress Indicators: 1. Printer (checked), 2. Options (checked), 3. Upload (active)
- Main Content Area:
  - Section: Upload
  - Text: Select documents to upload and print
  - Drag-and-drop area: A dashed box containing a document icon, the text "Drag files here", and a green button labeled "Upload from computer" which is circled in red.
  - Text below: "The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf XPS xps"
- Footer: Navigation buttons "« 2. Print Options" and "Upload & Complete »"

Navigate to the location of your saved document and select it

Click Upload & Complete



The screenshot shows a web browser window with three tabs: OneLogin, Students Home, and PaperCut MF: Web Print - Step 3. The address bar shows the URL `papercut.simpson.edu:9191/app`. The page title is "Upload". Below the title, it says "Select documents to upload and print". A file named "Test Print From ..." is shown with a Word icon and a size of 12.2 KiB. A dashed box contains a "Drag files here" instruction and a green "Upload from computer" button. Below this, a list of allowed file types is provided: Microsoft Excel (xlam, xls, xlsb, xlsx, xltm, xltx), Microsoft PowerPoint (pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx), Microsoft Word (doc, docm, docx, dot, dotm, dobx, rtf, txt), PDF, and XPS. At the bottom, there are two buttons: "« 2. Print Options" and "Upload & Complete »". A red arrow points to the "Upload & Complete »" button.

If you selected Find-Me Printer (virtual), when the Status reads Held in a queue, go to the printer you would like to release the print job from and continue following the instructions below.

The screenshot shows a web browser window with the PaperCut MF Web Print interface. The browser tabs include 'OneLogin', 'Students Home', and 'PaperCut MF: Web Print'. The address bar shows 'papercut.simpson.edu:9191/app'. The interface has a dark sidebar on the left with the PaperCut MF logo and navigation options: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print (which is highlighted). The main content area has a green header and a 'Web Print' title. Below the title, there is a description: 'Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.' A green 'Submit a Job >' button is present. Below the button is a table with the following data:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Sep 1, 2022 3:47:02 PM	printserver\Find-Me Printer	Test Print From IT.docx	2	\$0.06	Held in a queue

Lexmark Printers (Carver General Lab and McNeill 1<sup>st</sup> Floor Hallway)



1. To Log In you will have 3 options

a. Card Swipe – You will put your Simpson ID close to the card reader on the printer that is located close to the touch screen.



- b. Username and Password – type in your firstname.lastname and your Simpson password
- c. ID Number – type in your Employee or Student ID

2. Next the screen will move to the printer access screen (Figure 2)

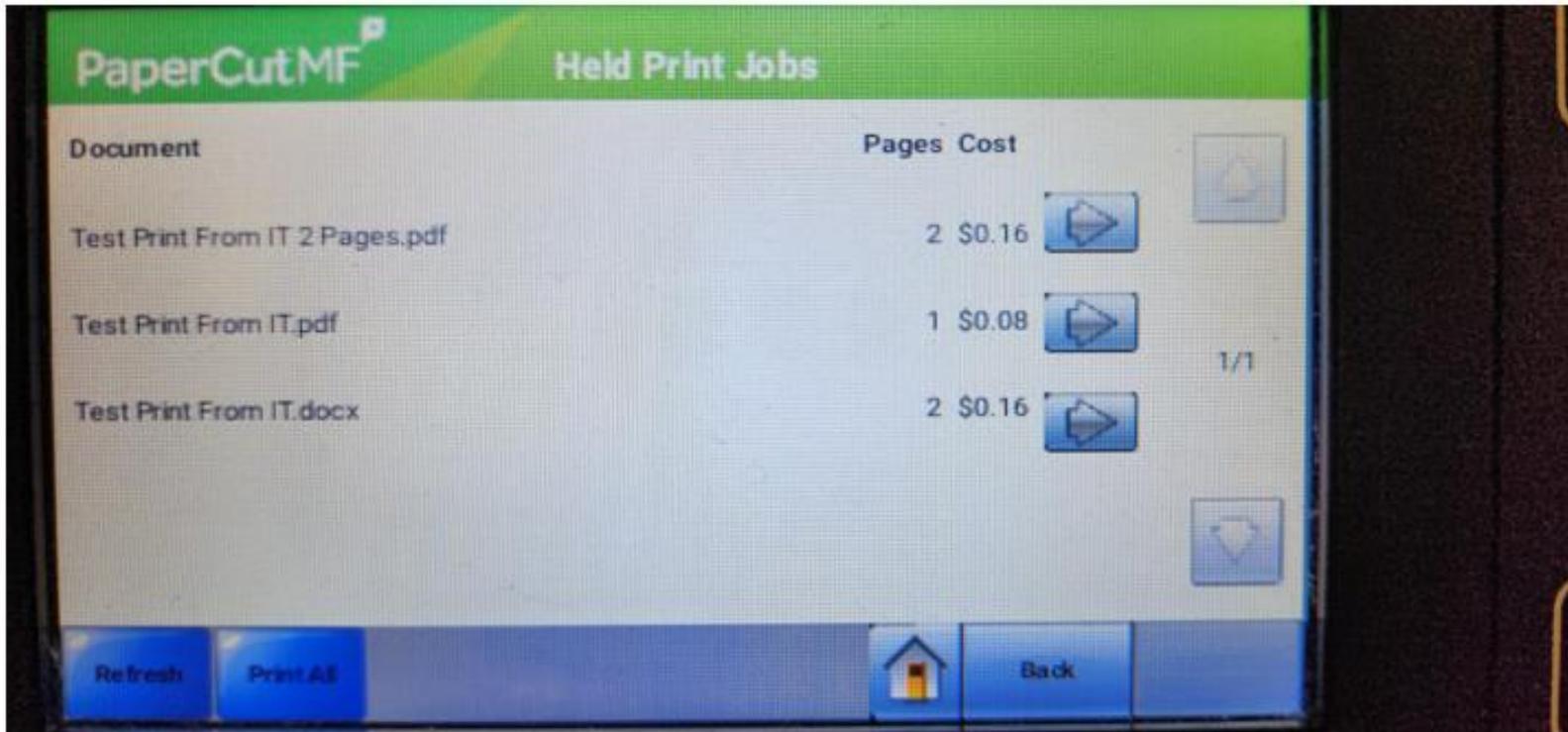
- a. Select the Print Release button and it will take you to the Print Release screen

Figure-2



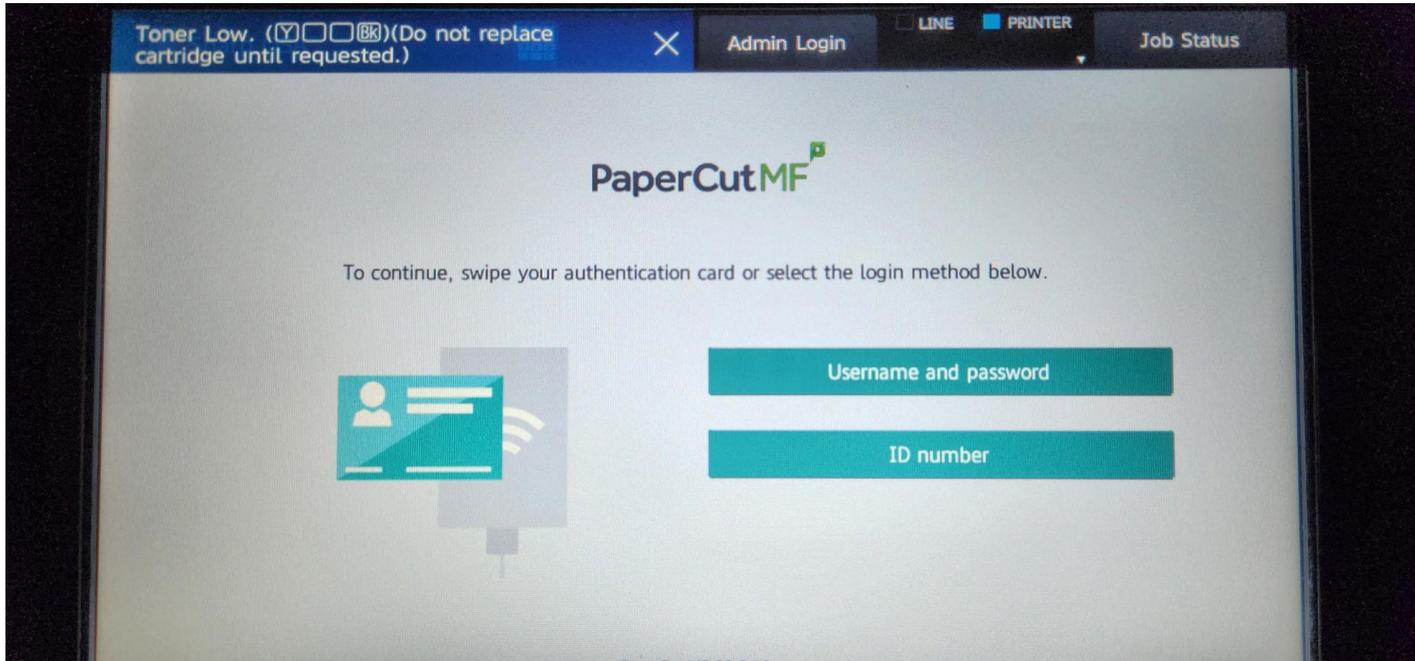
3. You will be sent to a screen to select and release the print job (Figure 3)

Figure 3



- a. There are multiple options to select from on this page
  - i. Select the arrow next to the job to print individually
  - ii. Select the Print All button at the bottom to release all the jobs shown
  - iii. The refresh button will refresh the queue if you have added jobs since logging in
  - iv. Press the Home button to go back to the main screen and push the back button to go back to the previous screen

## Sharp Copier (2<sup>nd</sup> floor in Dunn Library)

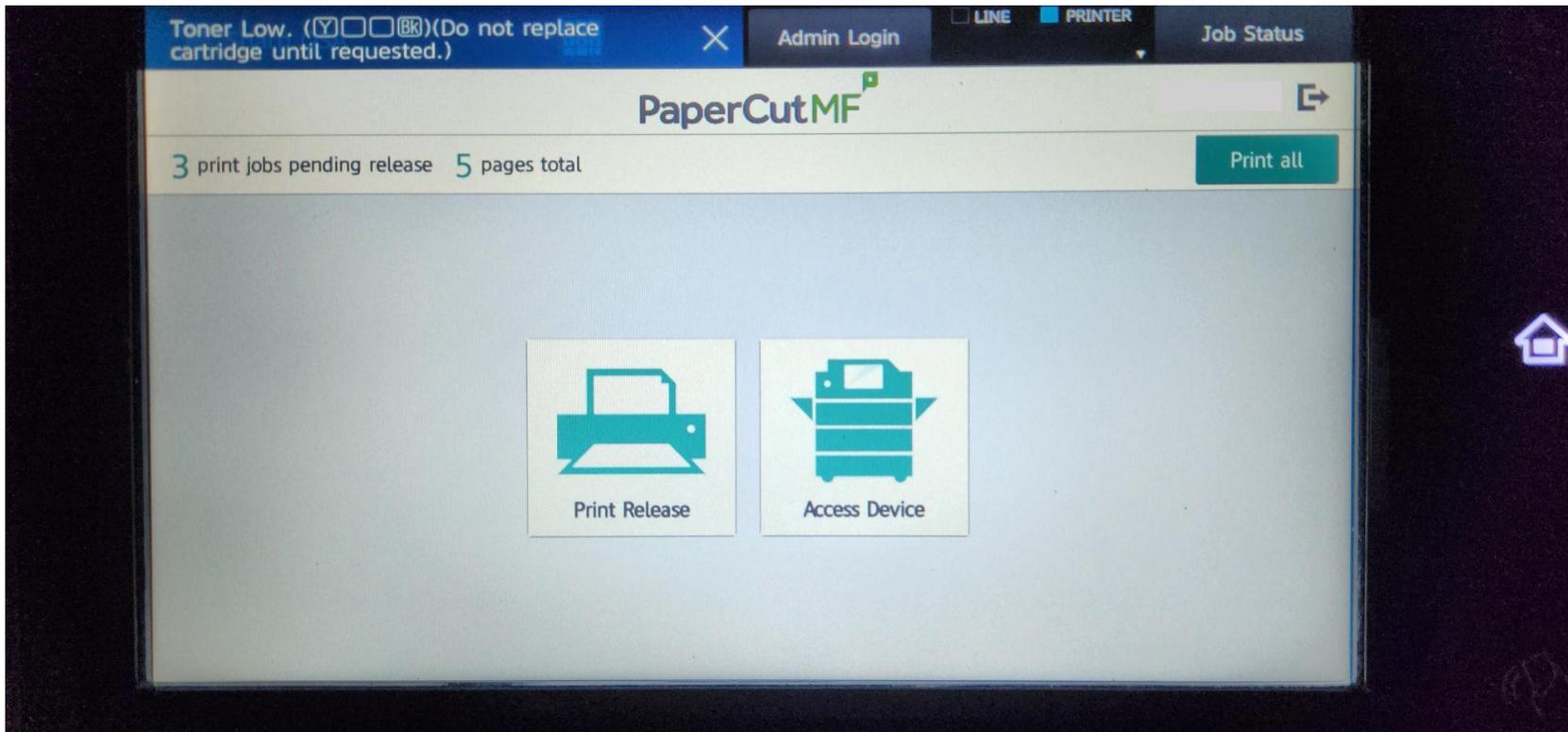


1. To Log In you will have 3 options

a. Card Swipe – You will put your Simpson ID close to the Key FOB symbol or card reader on the printer that is located close to the touch screen.

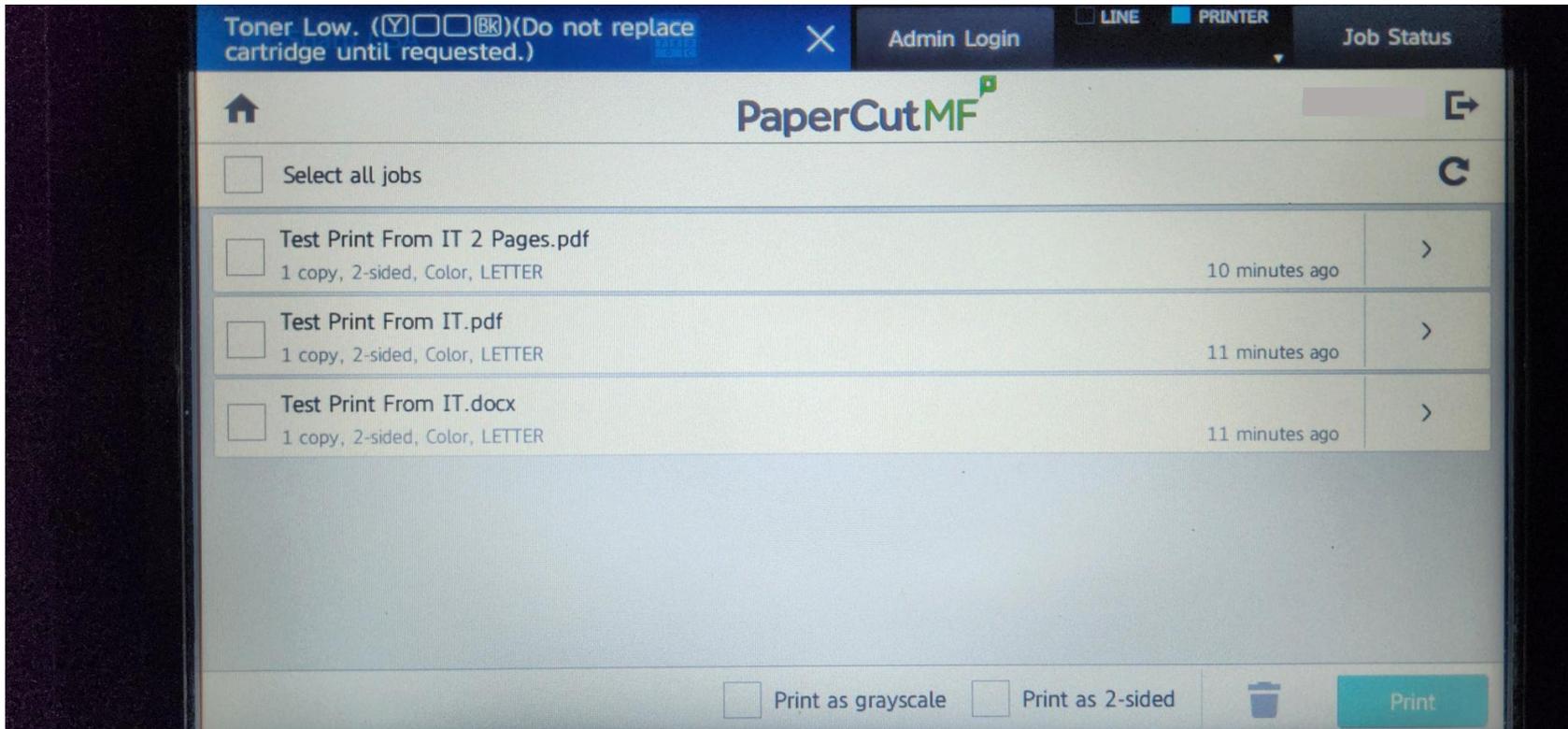


- b. Username and Password – type in your firstname.lastname and then your password you use for everything else on campus
  - c. ID Number – type in your Employee or Student ID
2. The next screen will give you options to select



- a. Print Release – This takes you to the queue where you can release your print job
- b. Access Device – This will give you access to the other copier functions (copy/scan/etc.)

3. Once you press the Print Release, you will be sent to a screen to select and release your print job



- a. There are multiple options to select from on this page
  - i. The box above the list of jobs is where you can select all the print jobs in your queue and print them all at the same time
  - ii. You can also select how many of the jobs you want to release for printing
  - iii. At the bottom of the screen, you can select “Print as grayscale” and Print as 2-sided
    1. Grayscale – Black and White printing
    2. 2-sided – Print on the front and back of the page
  - iv. There is a trash button that you can delete the job you have selected
  - v. Once you are ready to print, select the Print button in the lower right corner

## HP Printers (Kent Center by Millies, Smith Chapel Dirlam Lounge, Dorms)

Go to an HP printer with a card reader attached and swipe your Simpson ID card to release your print job



**\*\*\*IMPORTANT NOTE – Once you swipe your card, all the print jobs in your queue will be released\*\*\***

**This system is set up to automatically delete print jobs not released after 24 hours**