



**Lakehead**  
UNIVERSITY

Technology Services  
Centre

# CAMPUS CARD PRINTING INFORMATION ACCESS

## **TECHNOLOGY SERVICES CENTRE INSTRUCTIONAL DOCUMENT**

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## 1.0 General Statement

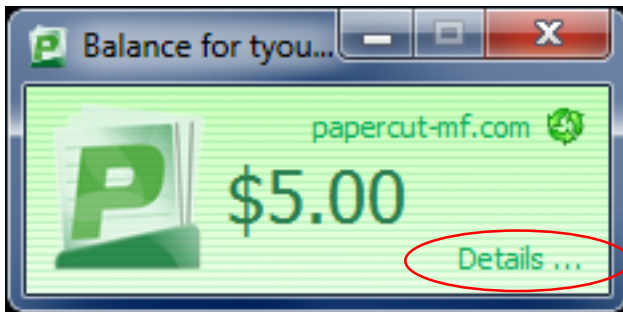
Papercut provides a web interface tool which facilitates a user modifying their Campus Card account settings. Using this tool, users can change their Personal Identification Number (PIN), view account balances and review transaction records. The following sections outline how to access and navigate Papercut.

Any questions or concerns should be submitted through the Technology Services Centre Ticketing System or contacting the Helpdesk.

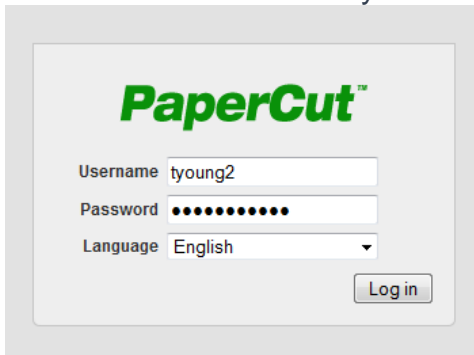
## 2.0 Accessing Papercut Information Portal

As a previous user you will have already installed the Papercut desktop client. If not please refer to the Helpdesk website and follow that procedure.

- 1) If you have already installed the desktop client, click on the Papercut icon located in the task bar.
- 2) On this pop-up window, select **Details**



- 3) In the next window enter your Lakehead University login credentials.

A screenshot of the PaperCut login interface. It features the "PaperCut™" logo at the top. Below the logo are three input fields: "Username" with the text "tyoung2", "Password" with a masked field of ten dots, and "Language" with a dropdown menu set to "English". A "Log in" button is positioned at the bottom right of the form.

- 4) The following window is your personal printing portal. Navigation to the various features is located on the left side of the screen.

The screenshot shows the PaperCut personal printing portal. The interface is divided into a left sidebar and a main content area. The sidebar contains a list of navigation links: Summary, Shared Accounts, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print, and Log Out. The 'Summary' link is highlighted with a blue bar and circled in red. The main content area is titled 'Summary' and displays user information for 'tyoung2 (Terry Young)'. Below this, there is a table with the following data:

Username	tyoung2 (Terry Young)
Card/ID number	<a href="#">[show]</a>
Balance	\$5.00
Total print jobs	6
Total pages	12

Below the table, there is an 'Activity' section with a line graph titled 'Balance history for tyoung2'. The graph's y-axis is labeled 'Balance' and ranges from \$0.00 to \$5.00 in increments of \$0.50. The x-axis represents time, but no data points are visible on the graph, which appears to be a flat line at the \$5.00 level.