

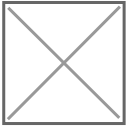
# Papercut/Printing

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# Compass card (Unknown card)

The first time you try to print using your Compass card, you will receive a prompt to "associate" it with your user account.

This is a **one-time** action which permanently links your account login to your physical card. Press **Yes**.



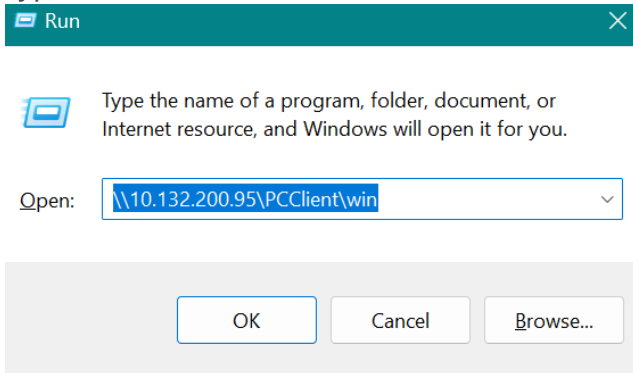
Enter your username and password.

If you are a **student** with the email **mkri2@schools.vic.edu.au** then enter **mkri2** and your email password.

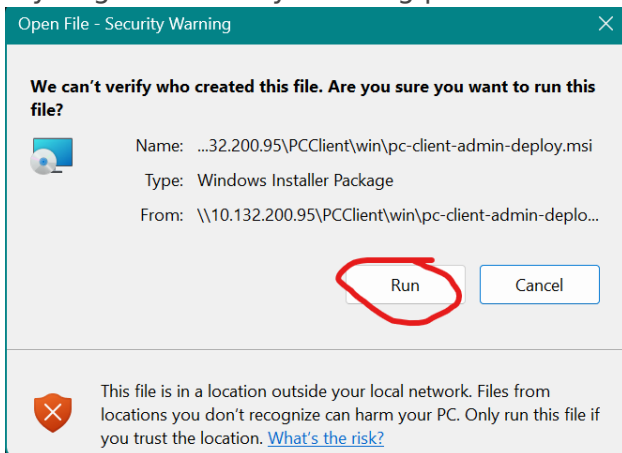
If you are a **staff** member this will be your **8 digit TO** number and @education password.

# Installing Papercut Client Windows

1. Open run WinKey+R
2. type in \\10.132.200.95\PCClient\win




3. find pc-client-admin-deploy.msi then double click to run the installer  
if you get a Security Warning please click run



4. If you get a UAC message, click on yes
5. once the install is complete you will be able to select the account to charge when printing a document

Print Job Notification

 **Print Job Notification**  
Confirm the print and select the print action

Print job details

Document name \*print test - Notepad

Printer 8827sprint01\Library Office

Pages 1 (Grayscale) Cost \$0.005

Print job actions

☒ Charge to my personal account

☐ Charge to shared account

Account Administration

☐ Charge to shared account using PIN / Code

PIN / Code

☐ Apply to all documents in queue (Jobs: 1)

Print Cancel

This is useful when printing to a desktop printer instead of a multi-function device (MFD). With an MFD, you can use PaperCut to select an account and release the print job directly from the device.

**When printing to the 8827-Follow-Me print queue, you can also use the PaperCut client to select the account to charge. However, this does not release the print job; you will still need to go to the MFD to release it.**



PaperCut MF  
ATTENTION  
Your document has been held in a queue.