Student Printing at CMCC

Central Maine Community College is implementing a print management system as a green initiative and in an effort to reduce waste.

- Prints are available by purchasing a **printer access card** at the following locations:
    - o college store
    - o library
    - o business office
    - o registrar's office

    Cards cost $5.00 for 100 copies.

- The code on the card expires in 6 months, but once loaded to the student's print account, the prints stay attached to that account until the student has been an inactive student for 6 months (meaning prints carry over from semester to semester as long as the student remains in courses).

- The cards are not refundable and have no cash value.

How Printing Works

- When printing in any computer facility at CMCC, to include classrooms, the library, computer labs and computer kiosks, you will be prompted for a username and password for every print job.

- Login with your *CMConnect* ID Number and password and click OK. This will release your print job to the printer, and deduct a page from your account. If you do not have any print credits, your document will fail to print.*

My Papercut Account—Walkthrough

- This is where students can check print account balances.

- The My Papercut portal is only assessable while on campus.

1. From a CMCC PC double click the "My Papercut Account" icon.

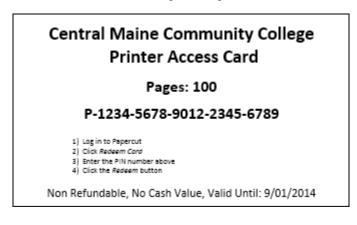2. Enter your *CMConnect* ID number and password and click "Log In".

3. Once logged in you will see the Papercut user portal with following options:

    - Redeem Card

    - Transaction History,

    - Recent Print Jobs

    - Log Out

4. Click the "Redeem Card" menu

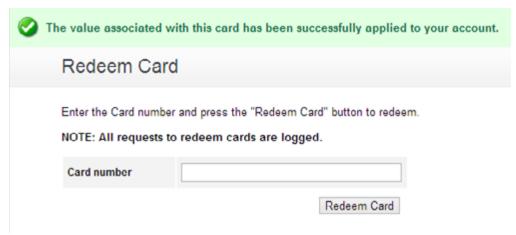| Summary |
| Redeem Card |
| Transaction History |
| Recent Print Jobs |
| Log Out |

5. Enter the numbers (with dashes) from your printer access card and click redeem card. This is a one-time use card number so you may toss the card after the number has been entered to your account.

6. You will receive a message stating the value associated with this card was successfully applied to your account.

Central Maine Community College
Printer Access Card

Pages: 100

P-1234-5678-9012-2345-6789

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

Non Refundable, No Cash Value, Valid Until: 9/01/2014

Redeem Card

Enter the Card number and press the "Redeem Card" button to redeem.
NOTE: All requests to redeem cards are logged.

Card number   P-1234-5678-9012-2345-6789

Redeem Card

7. Log Out. This will end your "My Papercut" session. Be sure to log out so others cannot acces your print account.

The value associated with this card has been successfully applied to your account.

Redeem Card

Enter the Card number and press the "Redeem Card" button to redeem.

NOTE: All requests to redeem cards are logged.

Card number

Redeem Card

*Please note: If you have recently changed your CMConnect Password, try your old password. The Papercut system syncronizes with CMConnect once every 24 hours.