Managing Print Jobs

Student printing is now easier and much more accessible with PaperCut, University of Bolton’s new campus-wide Print Management System. With PaperCut you can:

- Access multi-function devices within the Library, SLZ and Design Studio using your student ID card.
- Experience a consistent printing interface.
- Manage and monitor your printing account online via the PaperCut web interface.

After logging in to a computer, a small window will appear in the upper right of your screen which shows your current printing/photocopying balance.

Click the “Details” link to check your account balance, or access information about your usage; you will be redirected to the PaperCut user web interface (see reverse).

You can also access your current balance at any time by moving the mouse over the PaperCut icon within the System Tray at the bottom right hand corner of the screen. Clicking on the icon will open the PaperCut dialogue box shown above.
PaperCut Web Interface

The PaperCut web interface makes it easy to keep track of your printing/photocopying account. See below for a brief tour of the PaperCut user web interface.

1. Summary

![Summary Screen]

The Summary screen displays a real time track of your account activity including your current balance, total print jobs, balance history and environmental impact.

2. Transaction History

![Transaction History Screen]

The Transaction History screen displays a list of all monetary transactions on your account.

You can export/print your transaction history in PDF, Excel or web page format by clicking on the ‘Export/Print’ options at the bottom of the list.

3. Recent Print Jobs

![Recent Print Jobs Screen]

The Recent Print Jobs screen displays all of your recent printing and photocopying activity including date, number of pages, cost, document name and status.

4. Jobs Pending Release

![Jobs Pending Release Screen]

The Jobs Pending Release screen displays any print jobs associated with your account that are still waiting to print.

**Note:** Print jobs are automatically deleted from the printing queues (STUDENT-MONO and STUDENT-COLOUR) after 24 hours.