PRINT WISE SAVE GREEN

Save natural and fiscal resources ∗ www.csn.edu/printwise

Environmental Impact

Trees	1.401% of a tree since May 25, 2010
Carbon	5.1 kg of carbon dioxide since May 25, 2010
Energy	Equivalent to running a 60W bulb for 319.6 hours

The PaperCut print solution will be utilized in computer labs, classrooms and libraries at all campuses and High Tech Centers.

To use the solution in a lab, follow these instructions.

When you log into one of the workstations, you will notice a client in the upper right corner of the screen. This will tell you what your balance is. If you click on the Print Wise/Save Green text, you will be sent to the CSN Print Wise/Save Green web page.

Figure 1

Print your documents the way you always have but when you click **print** from an application, you will see a balloon message in the lower right corner of the screen giving you instructions to go to a Print Release Station.
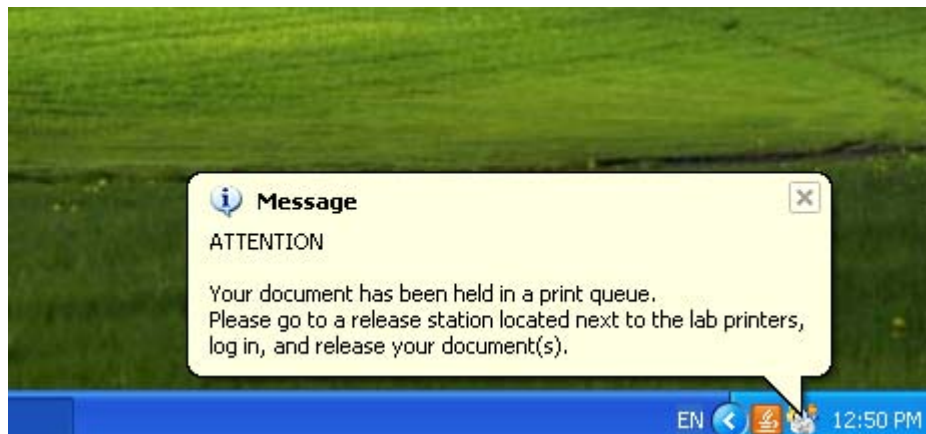

Figure 2

At this time you have a decision to make.
a. Go to the release station to print your document(s).
b. Continue to work and print later.

NOTE: Print jobs are held for 3 hours and are deleted if not printed. You are <u>not</u> charged if the document is not printed.

If you elect to pick up your document now, proceed to the printer area where you will see the release stations.

Figure 3

Enter your CSN student User Name and Password.

You will then see the screen with the list of documents waiting to be printed.

Figure 4

You now have more decisions to make.
You can selectively print each document by clicking **Print**.
You can selectively **Cancel** each document you do not wish to print.
You can **Print All** print jobs or **Cancel All** print jobs.

Click **Done** when finished.

If you return to a workstation and log in, you will see that the client window now reflects your new account total.

To use the solution in a classroom, library or high tech center, follow these instructions.

Log in to the workstation.

Print your documents the way you always have.

NOTE: Print jobs are held for 3 hours and are automatically deleted if not printed. You are <u>not</u> charged if the document is not printed.

At this point you can either go to the release station as described above or continue below.

When you are ready to collect your printed documents, double-click on the "Release you print jobs here" icon.
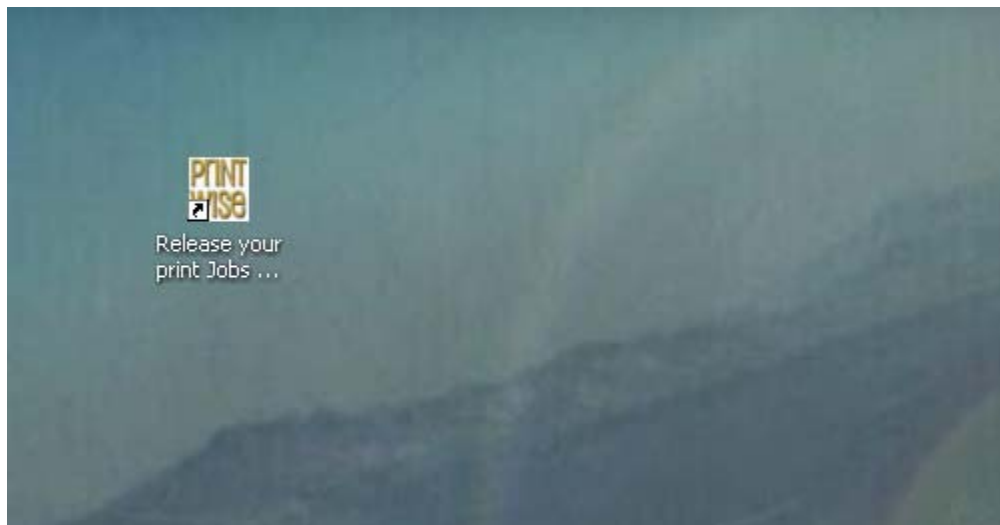

Figure 5

You will then see a login screen.

Figure 6

Log in with your CSN student ID and Password and click **Login**

You will then see the **Summary** page which shows your balance, Total print jobs, Total pages printed, a Transaction History, Recent Print Jobs, Jobs Pending Release and allows you to Add Credit to your account.

Figure 7

To release a pending job, click **Jobs Pending Release**.

<p style="text-align:center">Figure 8</p>

To print a single document, click on **print**. To cancel a single document, click on **cancel**.

If you wish to print all awaiting jobs, click **Release All**. If you decide you do not need any of the jobs, click **Cancel All**.

If you want to see a listing of the latest jobs you have printed, click **Recent Print Jobs**.

<p style="text-align:center">Figure 9</p>

If you would like to see a history of your print jobs, click on **Transaction History**.

Transaction date ▼	Transacted by	Amount	Balance after	Transaction type	Comment
Aug 4, 2010 2:35:47 PM	[system] (print)	($1.25)	$15.95	Printer Usage	
Aug 4, 2010 11:21:52 AM	[system] (print)	($0.10)	$17.20	Printer Usage	
Aug 4, 2010 11:04:20 AM	[system] (print)	($0.25)	$17.30	Printer Usage	
Aug 4, 2010 10:58:53 AM	[system] (print)	($6.75)	$17.55	Printer Usage	
Aug 4, 2010 10:33:15 AM	[system] (print)	($0.20)	$24.30	Printer Usage	
Aug 4, 2010 8:55:18 AM	albert.aggieri	$0.05	$24.50	Printer Usage (Full refund)	
Aug 4, 2010 8:40:33 AM	[system] (print)	($0.10)	$24.45	Printer Usage	
Aug 3, 2010 6:32:31 PM	[system] (print)	($1.75)	$24.55	Printer Usage	
Aug 3, 2010 3:45:02 PM	[system] (print)	($0.05)	$26.30	Printer Usage	
Aug 3, 2010 3:44:37 PM	[system] (print)	($0.05)	$26.35	Printer Usage	
Aug 3, 2010 3:17:51 PM	[system] (print)	($0.20)	$26.40	Printer Usage	
Aug 3, 2010 2:54:31 PM	admin	$0.05	$26.60	Printer Usage (Full refund)	
Aug 3, 2010 2:24:37 PM	[system] (print)	($0.10)	$26.55	Printer Usage	
Aug 3, 2010 2:10:30 PM	[system] (print)	($0.15)	$26.65	Printer Usage	

Figure 10

To Add Credit

Click on **Add Credit**

Figure 11

The Current Balance is shown.

Click the drop down box to select the amount to add to the account.

Add credit using TouchNet uPay

Username	00000002
Current Balance	$16.00
Amount to add	$4.00

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Add Credit
Log Out

--- Select the amount ---
$1.00
$2.00
$3.00
$4.00
$5.00
$10.00
$20.00

Add Value

Figure 12

Select the amount and click **Add Value**

Credit card information is entered next.

Please enter your credit card information

*	Credit Card Type:	MasterCard ▾
*	Account Number:	1234567890123456
*	Expiration Date:	04 ▾ / 2011 ▾
*	Card Verification Value:	123 What is this?
*	Name on Card:	John Doe
*	Email Address:	john.doe@csn.edu
	Day Phone:	
	Night Phone:	
	Mobile Phone:	

* Required Information

Cancel   Continue

Privacy Policy

Figure 13

Select the credit card to be used. (MasterCard, Visa, Discover, AmEx)

Enter the Account Number:

Enter the Expiration Date:

Enter the Card Verification Value:

Enter the Name on Card:

NOTICE: CURRENTLY THE Name on Card FIELD COULD BE PRE-FILLED WITH A "C" NUMBER, OR A NAME, LAST NAME A COMMA AND THEN FIRST (DOE,JOE)

ENTER THE NAME ON THE CARD, <u>FIRST NAME LAST NAME</u> (John Doe)

Enter a valid Email Address:

Enter a Day Phone, Night Phone or Mobile Phone Number (Optional)

Click **Continue**

The page will refresh and the account will be updated with the selected amount added.

Figure 14

When finished, click **Logout** or complete another transaction.

Messages

The most common message you will see is the deny message as shown below. This will be displayed when you attempt to print and do not have enough money in your account.
To remedy this, add funds to your account.

Figure 15