
PRINT SYSTEM USER GUIDE

Printing at Hartnell College is being simplified and streamlined. You will now use your User ID and password to log into the printing system – from campus or home! You can also add funds to your printing account using cash at the kiosks on campus, or by using your credit card online.

Jump To:

[Print from On Campus](#)

[Print from Off Campus](#)

[Add Funds to your Print Account Online \(credit card\)](#)

[Add Funds to your Print Account in Person \(cash\)](#)

A NEW ICON

When you log in to the computers, you will now see a printing balance indicator in the upper right hand corner of the screen.

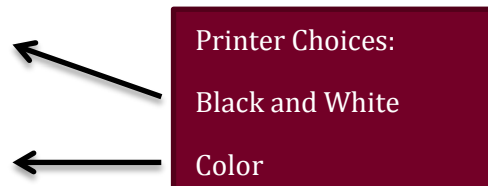
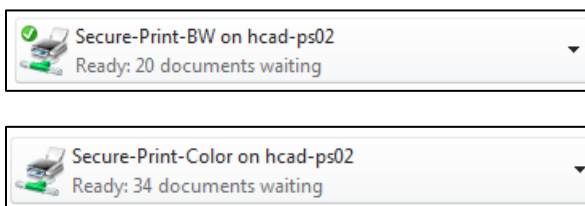


You can add funds to this account using cash (at a print kiosk station) or credit card (online). You will find instructions for doing this in the Add Funds portion of this guide.

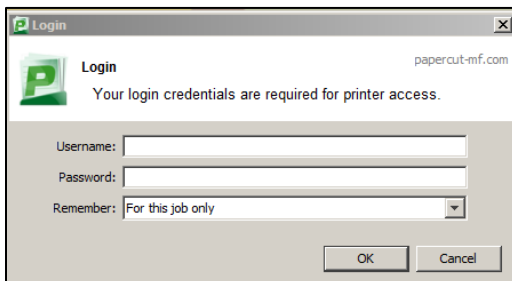
PRINT FROM ON CAMPUS

STEP 1: OPEN FILE AND SELECT PRINTER

Open the file you would like to print, and then select “Print” from the appropriate menu. Then choose your printer.



STEP 2: LOG IN TO THE SYSTEM



Use your User ID (Hartnell ID number) and password – this is the same as you now use for PAWS.

STEP 3: RETRIEVE YOUR PRINT JOB

To pick up your print job, you will need to release it from a student printer. You also need to have sufficient funds on your account.

LOCATE THE MFD

MFDs for student use are located on all campuses.

Main Campus

- Both floors of library (copy rooms and tutorial center) (Building A)
- First floor of student services (outside of counseling, DSPS, and lobby) (Building B)
- First floor of the student center (ASHC room) (Building C)
- First floor Trio (Building D)
- Second floor of E building (lab room 211)
- Second floor of J Building (room 202)
- First and second floors of N Building (rooms 3, 23, and 30)

Alisal Campus

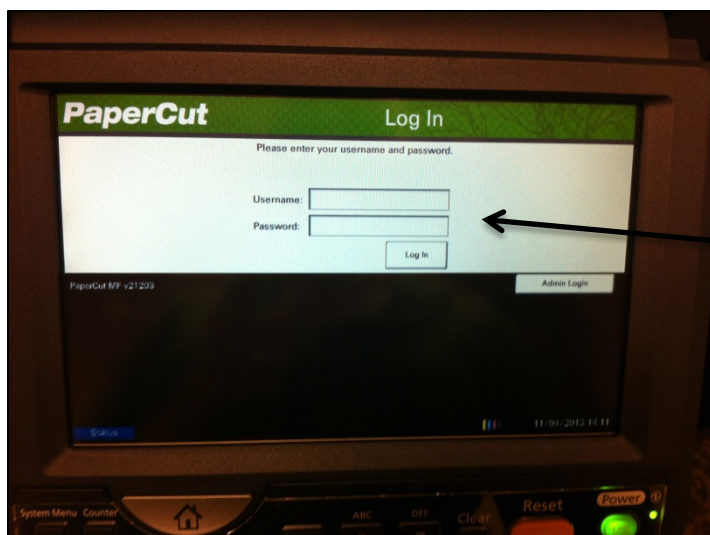
- Building A room 115 Student Lab
- Second floor of C Building (hallway near C204)

King City

- 1st floor lab

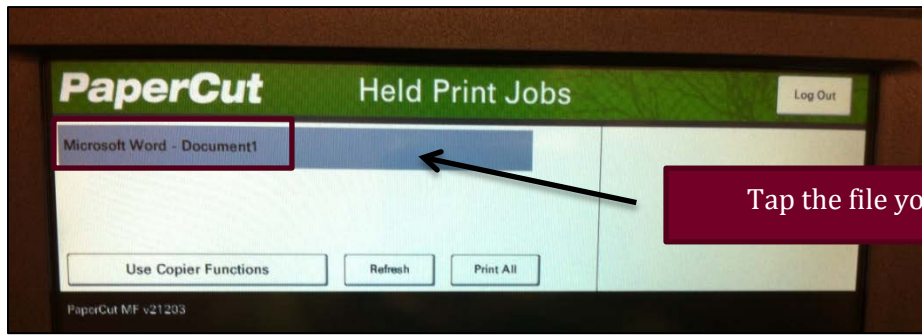
LOGIN

Use the touch screen to log in to your printing account. Touch the box next to username to begin, a virtual keyboard will appear on the screen.

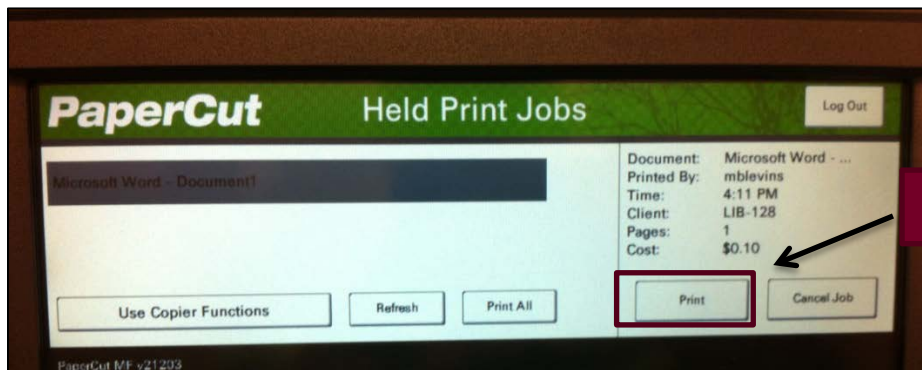


Use the same User ID and Password as you do for PAWS

PRINT YOUR FILES



Tap the file you would like to print



Then click "Print"

ADDING FUNDS TO YOUR PRINT ACCOUNT

Hartnell College has partnered with Papercut and Heartland to allow you to add funds to your account using a credit card or cash at the print kiosks located on main, Alisal, and King City campuses.

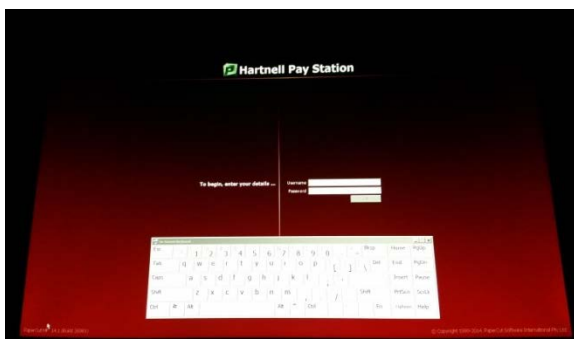
IN-PERSON

Use the kiosks to add funds using cash (no coins). These kiosks replace the CAT Card machines you may have used in the past.

STEP 1: FIND KIOSK

On Main campus, you will find kiosks in the library and the student center. On Alisal campus, the kiosk can be found in Building A. On King City campus, the kiosk is located in the lobby.

STEP 2: LOG-IN



Use the touch screen keyboard to enter your User ID and password (same as PAWS).

If the screen is blank, simply touch the screen to load the login screen.

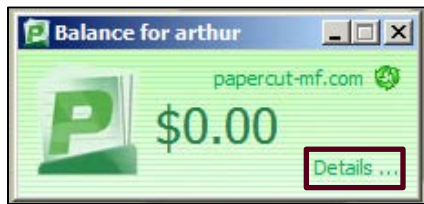
STEP 3: ADD CASH (NO COINS)



Insert cash only (no coins or credit cards) into the ITC machine.
You will then see your balance change on the screen.
Insert cash here

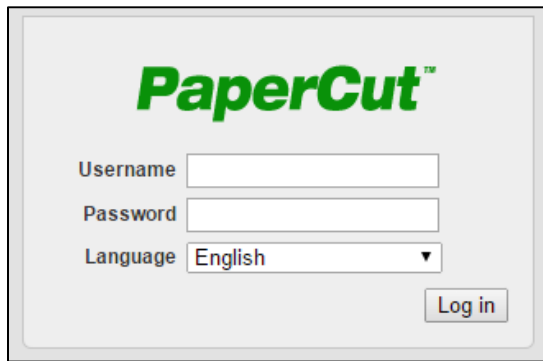
ONLINE

STEP 1: NAVIGATE TO PAPER CUT WEBSITE



Go to <http://papercut.hartnell.edu>
OR
click the "Details" link on the print icon on the screen.

STEP 2: LOG IN TO PAPER CUT



Use the same User ID and Password that you use for PAWS

STEP 3: CLICK ON "HARTNELL CATCARD"

The screenshot shows the PaperCut web interface. On the left sidebar, the 'Hartnell CatCard' option is highlighted with a red box and an arrow. The main content area is titled 'Summary' and contains a table with the following data:

Username	[REDACTED]
Balance	\$0.00
Total print jobs	0
Total pages	0

Below the table is an 'Activity' section with a line graph titled 'Balance history for [REDACTED]'. The graph shows a constant balance of \$0.00 over time, with the x-axis labeled 'Day' and the y-axis labeled 'Balance'.

STEP 4: CHOOSE TO ADD CASH TO CARD

A new window will open. On this new window, click "Add Cash to Card".

The screenshot shows the Hartnell College website. The left sidebar contains a list of links, with 'Add Cash to Card' highlighted by a yellow box and an arrow. The main content area features the Hartnell College logo and a section titled 'What is the Hartnell College CatCard?'. The text in this section reads: 'The Hartnell College CatCard is the official identification, library and on campus debit card for all Hartnell College students, faculty and staff. Individuals deposit funds into their CatCard accounts and then can debit against their balances. Payment of the Student Activities fee activates the Student/CATCard ID. Students may pay their Student Activities fee at the cashier's office and then present their receipt to the Office of Student Life located in the College Center, Room C-140 to receive their CatCard.'

The CatCard can be used to obtain various on-campus services and to pay for things such as:

- Attending athletic events
- Attending The Western Stage events
- Identification for Hartnell Student Services
- Fitness Lab/Weight Room log-in
- Receive benefits and Services provided by the Office of Student Life and ASHC
- Using various library services
- Computer printing costs
- Photo copies
- Bookstore purchases
- Cafeteria purchases

STEP 5: COMPLETE DEPOSIT REQUEST

CatCard FAQ's
Automatic Deposit Machine (ADM) FAQ's
Account Information
Financial Status
Financial History
Financial Statement
Add Cash to Card
Deactivate/Activate Card
Create PIN For First Time User
Change Pin Code
Logout
Contact CatCard

HARTNELL COLLEGE
James Fish Student
CatCard

Hartnell College CatCard System

Deposit request

Account Enter PIN code:

Submit Clear Form

(c) 2010 Heartland Campus Solutions

First time users can activate card or create pin from this location

Your credit will be added and ready to use immediately.

PRINT FROM OFF-CAMPUS

You can now send a PDF document to the campus printers before you leave home! Please note: this only works for PDF documents at this time.

STEP 1: NAVIGATE TO THE PAPER CUT WEBSITE

Open a web browser, go to: <http://papercut.hartnell.edu>, then click “Web Print” from the left hand menu.

STEP 2: CLICK “SUBMIT A JOB”

PaperCut

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit a Job >

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

Click “Submit a Job”

STEP 3: CHOOSE PRINT PREFERENCES

PaperCut™

Web Print

Summary
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

1. Printer 2. Options 3. Upload

Find Printer

BW: Black/White
Color: Color

Printer Name ▲	Location/Department
<input type="radio"/> hcad-ps02\Secure-Print-BW (virtual)	ps02
<input type="radio"/> hcad-ps02\Secure-Print-Color (virtual)	ps02

« Back to Active Jobs

2. Print Options and Account Selection »

Then click "2. Print Options and Account Selection"

PaperCut™

Web Print

Summary
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

Options

Enter number of copies required

Copies: 1

Upload

« 1. Printer Selection

3. Upload Documents »

Then click "3. Upload Documents"

STEP 4: UPLOAD PDF DOCUMENT(S)

PaperCut™

Web Print

Summary
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

1. Printer 2. Options 3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
PDF	pdf

« 2. Print Options Upload & Complete »

Either drag and drop the file to print from your computer, or click "Upload from Computer"

Web Print

1. Printer 2. Options 3. Upload

Select documents to upload and print

1Example D...
29.2 KiB
[remove](#)

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
PDF	pdf

« 2. Print Options Upload & Complete »

Once you see your file, click "Upload & Complete"

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click [Submit a Job](#) below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Oct 29, 2014 11:38:43 AM	hcad-ps021Secure-Print-BW	1Example Document.pdf	1	\$0.10	Held in a queue

Your job will be held in the printer queue for 12 hours. To retrieve your job, come to a campus MFD, login, and select your job for printing.

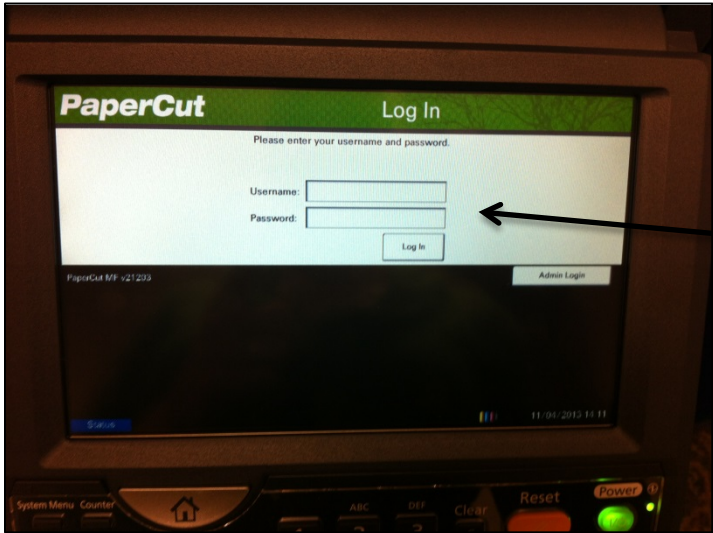
STEP 5: RETRIEVE YOUR PRINT JOB ON CAMPUS

LOCATE THE MFD

MFDs for student use can be found in the library, student center, and ... on Main campus. On Alisal campus, MFDs are located in ..., and on King City campus you will find the MFD in ...

LOGIN

Use the touch screen to log in to your printing account. Touch the box next to username to begin, a virtual keyboard will appear on the screen.



Use the same User ID and Password as you do for PAWS

