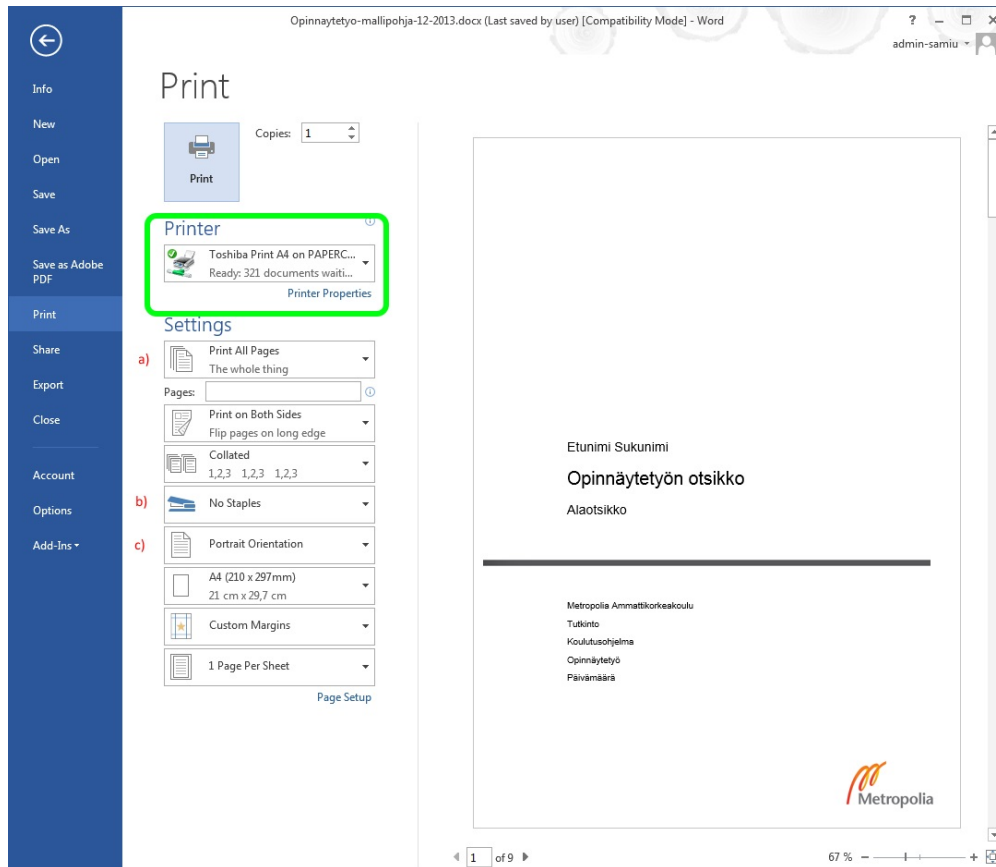


PaperCut - Shared Account Instructions

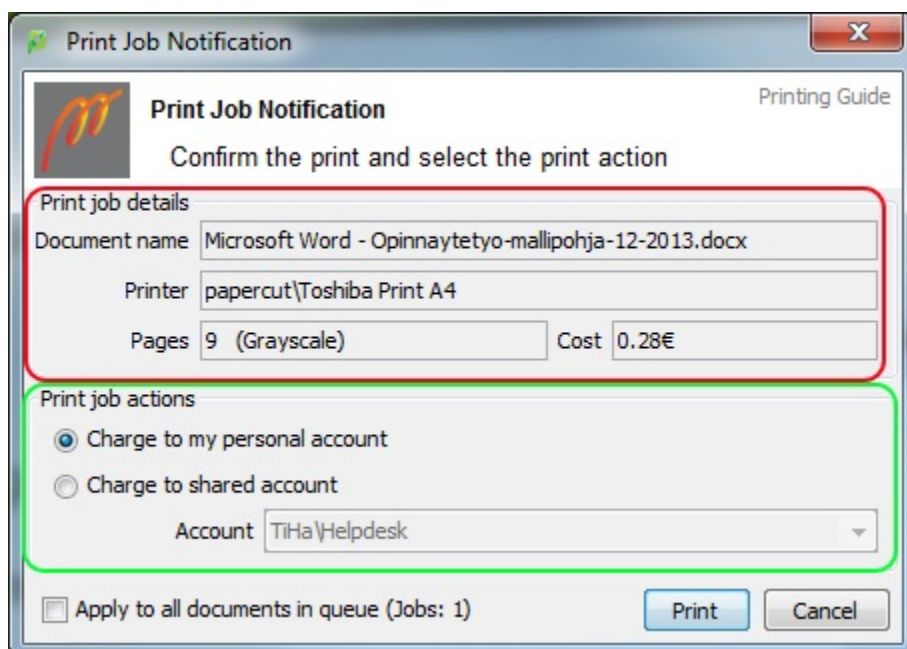
Using a shared account

Print your work as usual using Toshiba virtual queues:



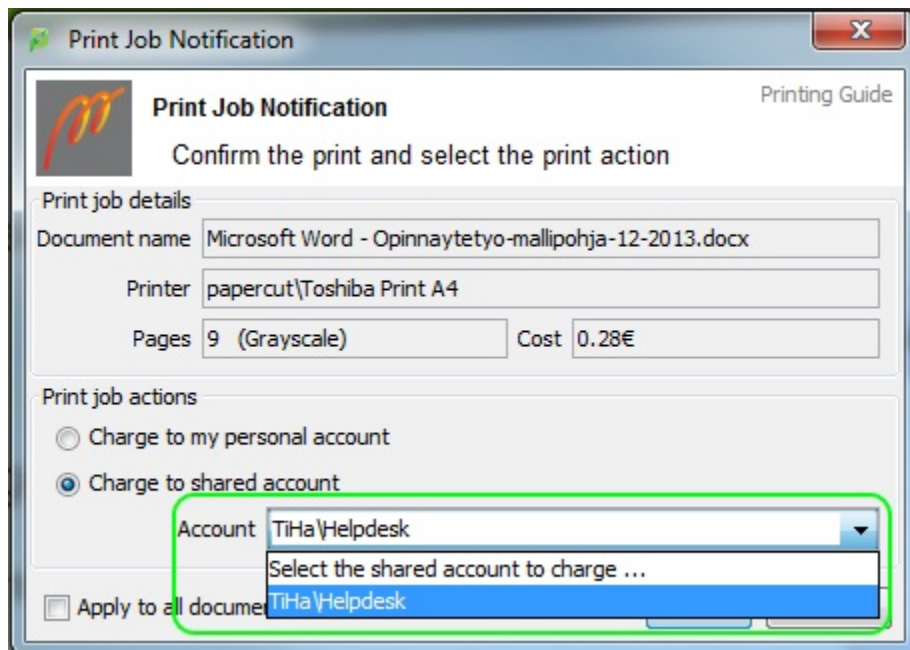
When you print to the Toshiba Virtual Queue, the client software checks the print job and asks you whether the job is charged to

- a shared account
- your personal account



By default, the job is charged to your personal account. The client software displays in the same red field

- the name of the print job
- the number of pages
- color / black & white
- charge



The image shows a 'Print Job Notification' dialog box. It has a title bar with a close button (X). Inside, there's a logo on the left and the text 'Print Job Notification' and 'Printing Guide' on the right. Below this is the instruction 'Confirm the print and select the print action'. The 'Print job details' section includes fields for 'Document name' (Microsoft Word - Opinnaytetyo-mallipohja-12-2013.docx), 'Printer' (papercut\Toshiba Print A4), 'Pages' (9 (Grayscale)), and 'Cost' (0.28€). The 'Print job actions' section has two radio buttons: 'Charge to my personal account' and 'Charge to shared account'. The 'Charge to shared account' option is selected. Below it is a dropdown menu for 'Account' with 'TiHa\Helpdesk' selected. A green box highlights the dropdown menu, which shows a list of accounts including 'Select the shared account to charge ...' and 'TiHa\Helpdesk'. At the bottom, there is a checkbox for 'Apply to all documents'.

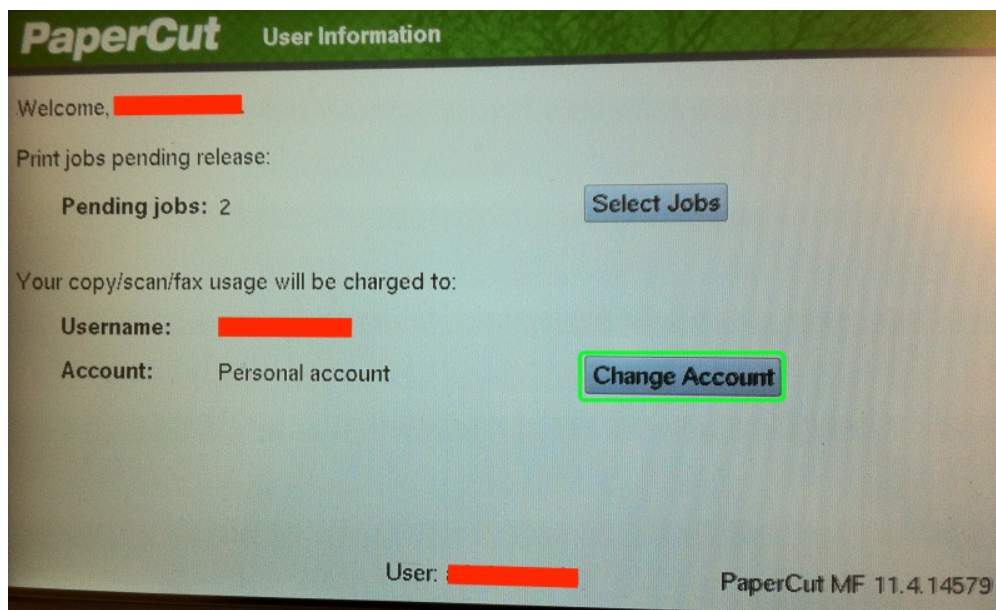
If you want the job to be charged to a shared account, select the account in the drop-down menu. The client software lists all shared accounts that you are authorized to use.

Send the print job by tapping **Print**.

Releasing print job at a multifunction printer

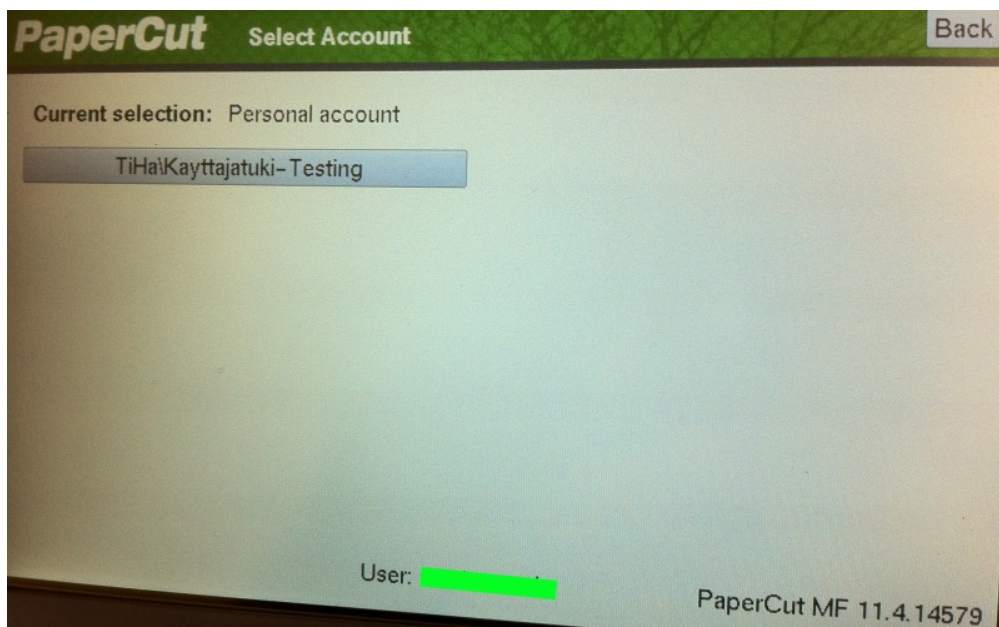
Log on to the device by placing you card close to the card reader.

Tap **Change Account** to select a shared account:

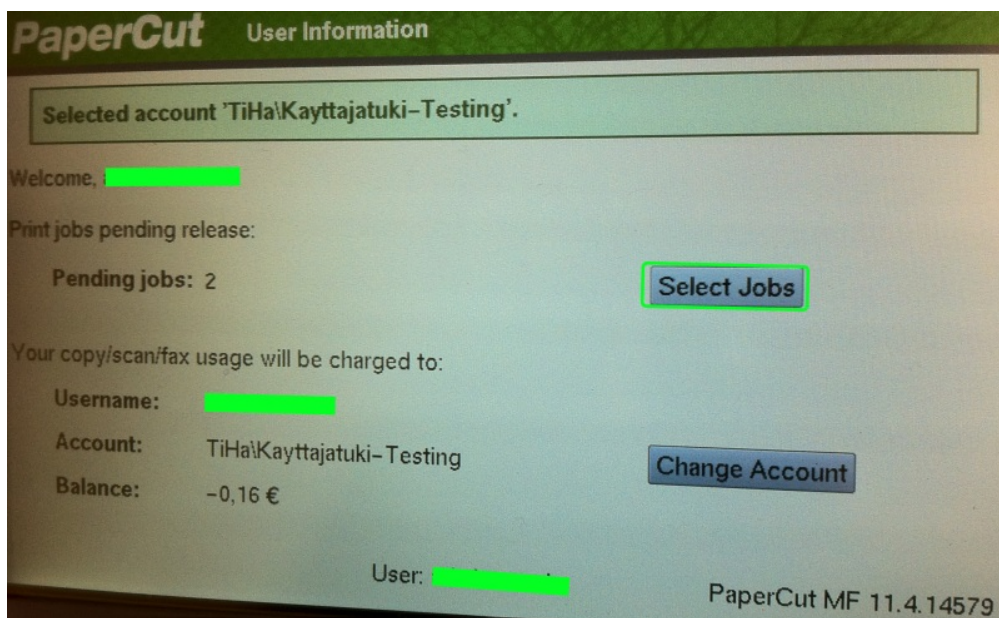


The image shows the 'PaperCut User Information' screen. It has a green header with the 'PaperCut' logo and 'User Information' text. Below the header, it says 'Welcome, [redacted]'. There is a section 'Print jobs pending release:' with 'Pending jobs: 2' and a 'Select Jobs' button. Another section says 'Your copy/scan/fax usage will be charged to:' followed by 'Username: [redacted]' and 'Account: Personal account'. A 'Change Account' button is highlighted with a green box. At the bottom, it says 'User: [redacted]' and 'PaperCut MF 11.4.14579'.

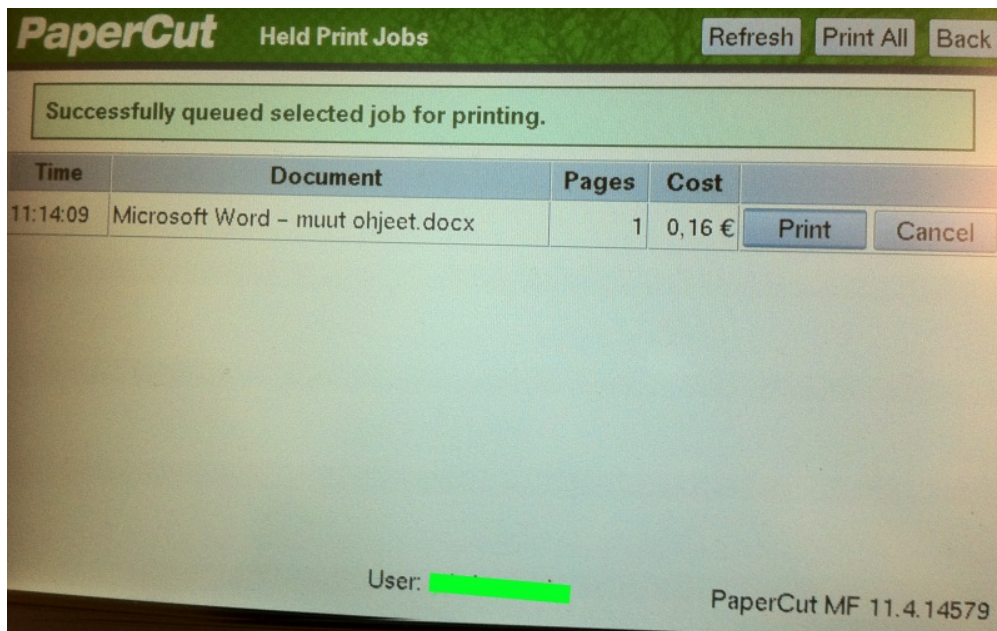
Next, select in the menu the account that the job is charged to:



Next, tap **Select Jobs**:



Print all jobs by tapping **Print all** or select individual jobs by tapping **Print** on the same line that the job is listed:



To log out touch push the **Access** button in the key pad:

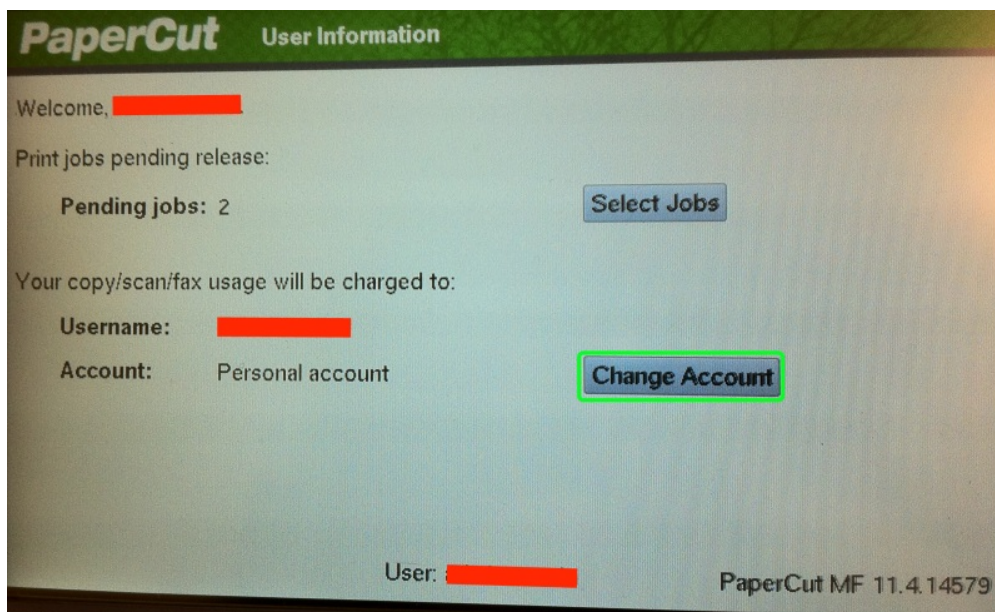


Making copies using a shared account

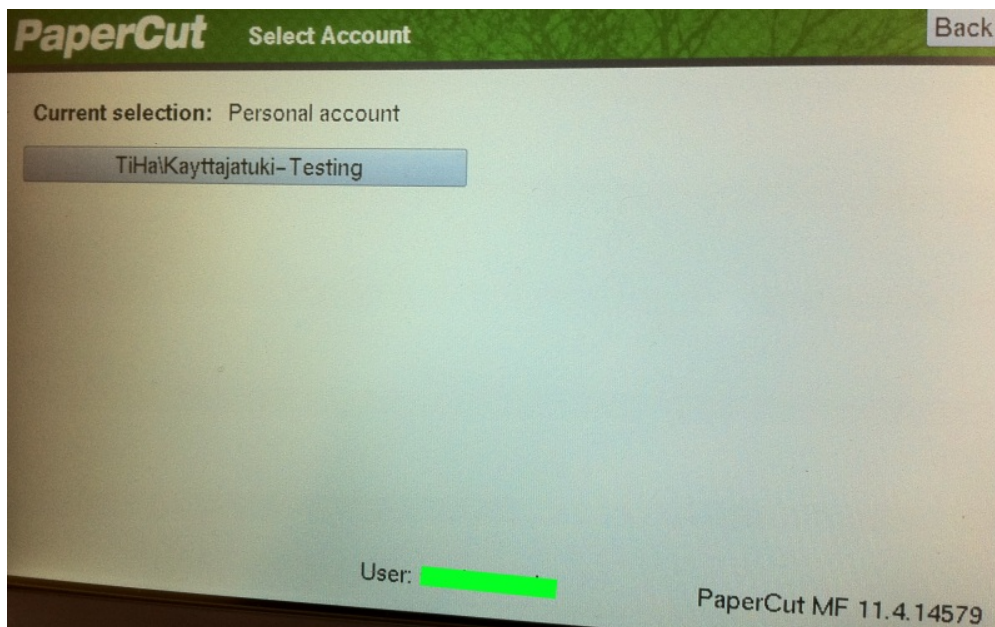
Making copies using a shared account is very similar to printing.

Log on to the device by placing you card close to the card reader.

Select **Change Account** to select a shared account:



Next, select in the menu the account that the copies are charged to:



Select the copy mode by pushing the **Copy** button in the panel on the right:



Make copies as you normally do. When you finish, remember to log out by pushing the **Access** button.

[PaperCut - Jaetun tilin ohjeet](#)