

How to use PaperCut for printing



- There is a small green window in the upper right corner of your screen. (It shows points balance in user's account). Click on “詳細” (“Details”).

Log in screen (use your Common Authentication System Account ID and password)

※ Use drop-down list to change the language.

- After you log in with your Common Authentication System Account, you will see the Menu in the upper left side of the screen.

Menu item	What is it about (what can you do if you click there)
Summary	Balance/ print jobs done/ number of pages printed.
Transaction History	Printing history. Transaction date, amount of points used.
Recent Print Jobs	Shows print jobs details: file type, paper size, amount of pages. The list can be filtered.
Web Print	Printing files from your computer.
Your ID number (in the upper right corner)	Click to log out.

Warning 1 Printing points calculation, paper size.

- Each student receives 1300 points per year.
 - One A4 page's print costs: black and white 1 pt, colored 3 pt.
 - Points are calculated per number of printed pages (sides), no matter if it is single-sided or double-sided print. **Double-sided print is set up as basic configuration.**
 - If you need single-sided print, change settings by yourself when printing.
 - Printer with “c” letter at the end of its name is for colored printing only.
 - In case of printing other than A4, or in case of running out of points, please use Open Printer (with copy card).
 - It is **not possible to print more than 1 copy at a time**. Please print several times if you need several copies.
- ※ **Error message**: “Document exceeds maximum amount of copies”

Warning 2 Web Print: in case of printing from your PC

Important : Only files converted to PDF can be printed.

- ① Open Nakano Media Service homepage in your computer:
<http://www.meiji.ac.jp/nksd>
- ② Go to: **Media Class (メディア教室)** → Media Class Info (メディア教室紹介) → **Printing Environment (印刷環境)**, click on the link there.
- ③ After PaperCut page opens and you log in, click on **“Web Print”**.
- ④ Click on **“Submit a Job”**.
- ⑤ Select a printer (here you can choose double-sided or single-sided printing), then click on **“2. Print Options and Account Selection”**.
- ⑥ With the number of copies set at “1”, click on **“Upload Documents”**.
- ⑦ Click on **“Upload from Computer”**, choose a PDF file you want to print, then click on **“Upload & Complete”**.
- ⑧ Your file is printed in Learning Lounge (High-Rise building 1F). Printing is over.

※ ⑤ : Double/single sided printing selection screen

プリンタ名	ロケーション/部署
<input type="radio"/> izmpr1 自習室(カラー)(バーチャル)	和泉キャンパス
<input type="radio"/> izmpr1 自習室(カラー両面)(バーチャル)	和泉キャンパス
<input type="radio"/> izmpr1 自習室(白黒)(バーチャル)	和泉キャンパス
<input type="radio"/> izmpr1 自習室(白黒両面)(バーチャル)	和泉キャンパス
<input type="radio"/> nk-pr01 nk114-pr01c Double sided printing	中野キャンパス(ラーニング・ラウンジ_両面)
<input type="radio"/> nk-pr01 nk114-pr01c-s Single sided printing	中野キャンパス(ラーニング・ラウンジ_片面)