

# Printing and Copying

- [Associate College ID with Papercut/Gatorprint](#)
- [How to use Follow-Me printer](#)
- [How to use the Kyocera Staple/Punch](#)
- [Teaching Assistant on Copiers](#)
- [Copier paper jam and other technical issues.](#)
- [Student Worker Printing](#)

# Associate College ID with Papercut/Gatorprint

Before you can use copy machines located on campus, you will need to associate your NTCC ID with Papercut/Gatorprint. The process is quick and easy and only has to be done once, unless you lose or damage your ID. Once you associate your card on one copy machine, you will be able to log into any copy machine Collegewide by simply tapping your card to the reader.

## Warning

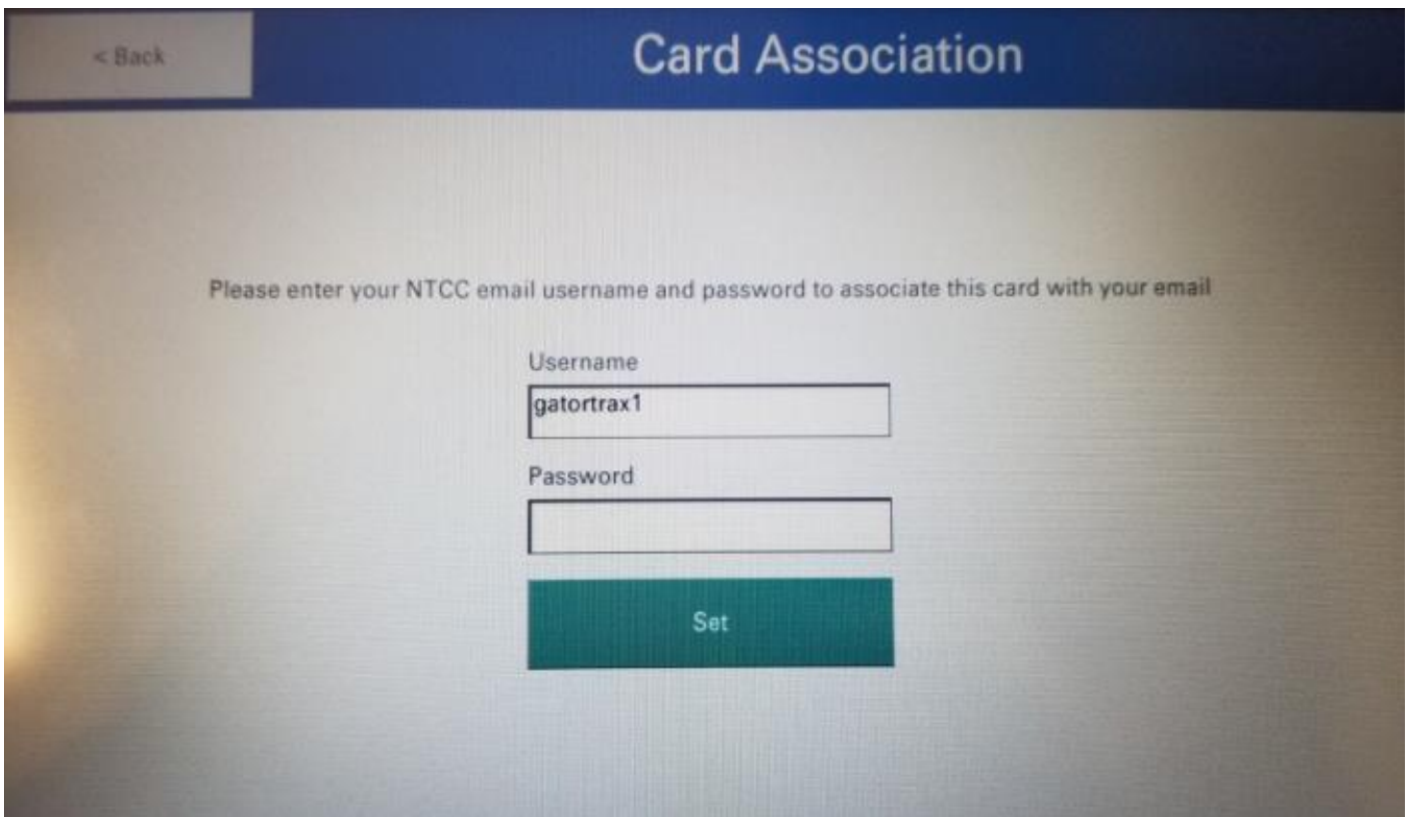
You **MUST** complete the process from start to finish in approximately 75 seconds. If you do not complete it in the required timeframe, you will not get the success message at the end and will be back at the main screen for the copier. If this happens, you must complete the entire process over again.

## Step-by-step guide

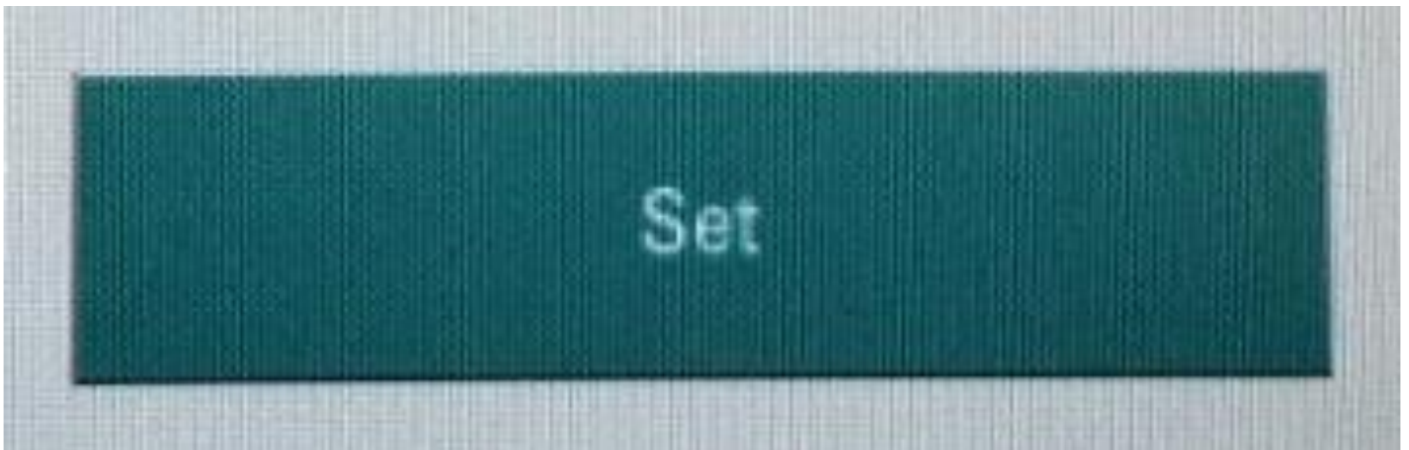
- Tap your student ID card to the student copier reader located to the left of the display screen. There should be a red light visible where you should tap your card.



- At the prompt to enter your NTCC email username and password, enter everything **before** the @ sign in your NTCC email (i.e. johndoe) and your NTCC email password. **Please note, that the username is not case sensitive, but the password is.**



- Tap the green Set button



- You will then see a message stating "Your card has been associated with your user account." You can now log into any copier Collegewide just by tapping your card. **If you did not receive the "Your card has been associated with your user account" message, you did not enter your username and password quickly enough and must start the process from the beginning.**

# How to use Follow-Me printer

All copiers at the Lacombe, Hammond, Livingston, Florida Parishes, and Connect to Success campuses are configured for Follow-Me printing. The copier in Administration, Health Sciences, and the Learning Commons at Sullivan campus is also equipped. The copier in the shop building and Student Services currently do not support Follow-Me

1.) When ready to print, use the drop down menu to select **Follow-Me Print**. This acts just like every other printer when it comes to sending the print job to a printer.

rint

Name:

Copies:  ☒ Collate ☐ Print as grayscale

Preview

Zoom: 91.41%

Document: 8.5 x 11.0 inch

Paper: 8.5 x 11.0 inch


Print Range


☐ Current view


☐ Current page


☒ All pages


**Printer**

 Follow-Me Print on hun-...  
Ready

 Hammond-Room 437-HP Color Laserje  
Ready


 Follow-Me Print on hun-print-01  
Ready


 Livingston-Room 106-Kyocera TASKalf  
Ready


 Print >

**General**

Select Printer

 Follow-Me Print on hun-print-01

 Foxit PDF Editor Printer

 Hammond-Room 437-HP Color Laserjet M452dn on hun-print-01.ad.n

< >

Status: Ready

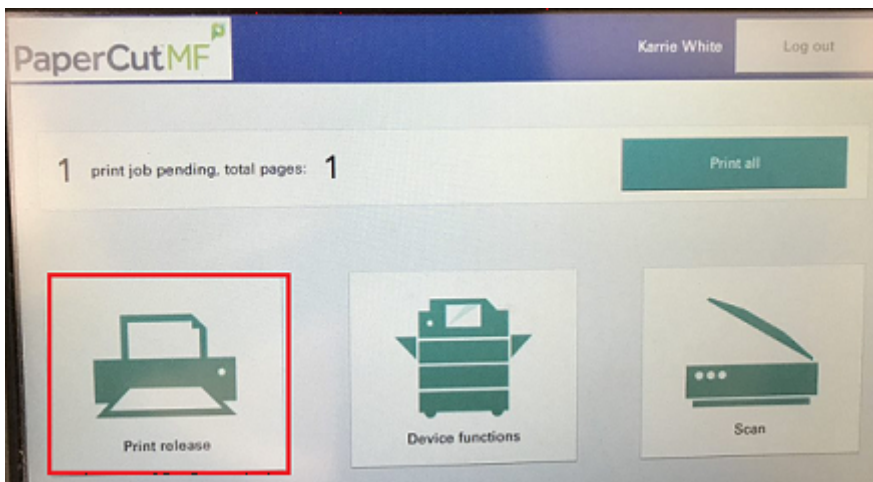
Location:

Comment:

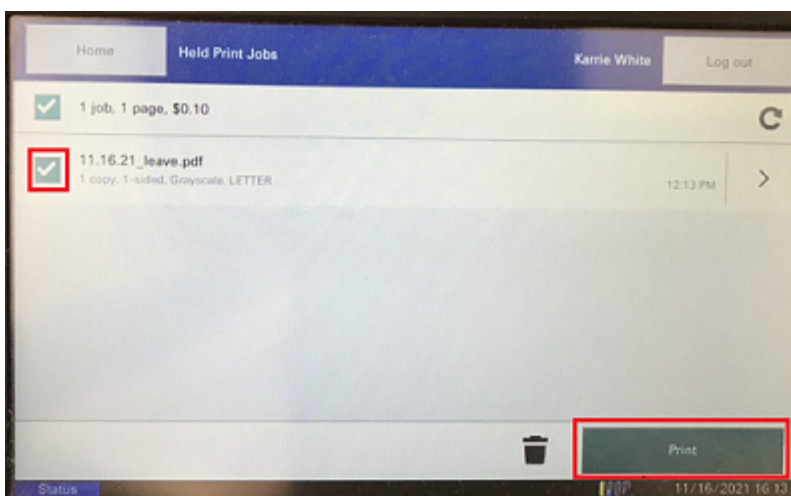
2.) Scan your ID card on any printer/copier that allows you to scan your ID card. You will need your ID card to allow the print job to be release to your chosen machine.



3.) On your options screen, select **Print release**.



4.) Select the print job you wish to print and then select **Print**. Don't forget to logout!



Note: You can have multiple jobs sent and choose which ones you want to print. This can be very handy in situations where confidentiality is needed as it allows you to print only when you are at that copier.

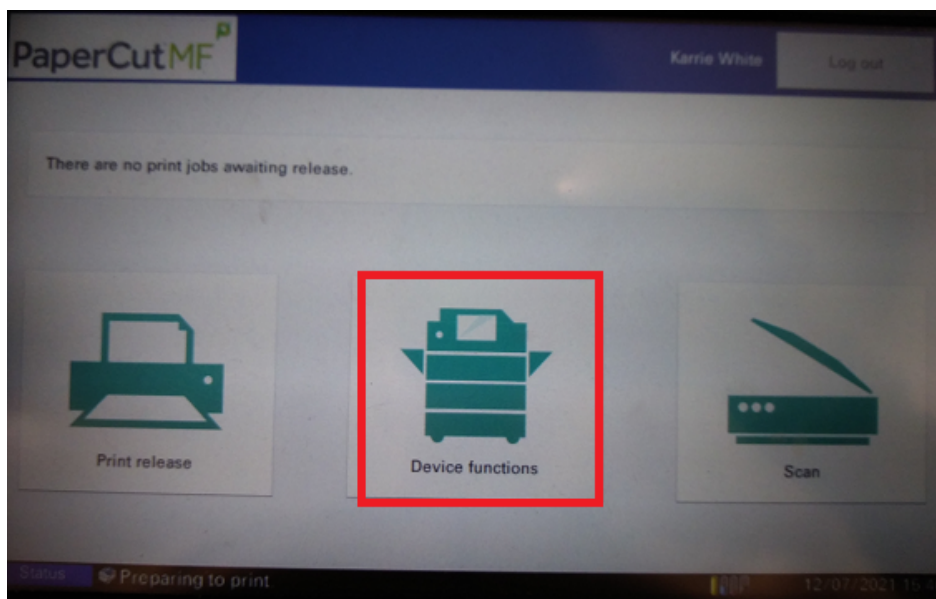
If you get the PCL error after printing, try printing without duplexing (back and front) and staples. Follow-me sometimes has issues handling these requests.

# How to use the Kyocera Staple/Punch

Kyocera copiers use special staples. Please do not try to load any other kind of staples.

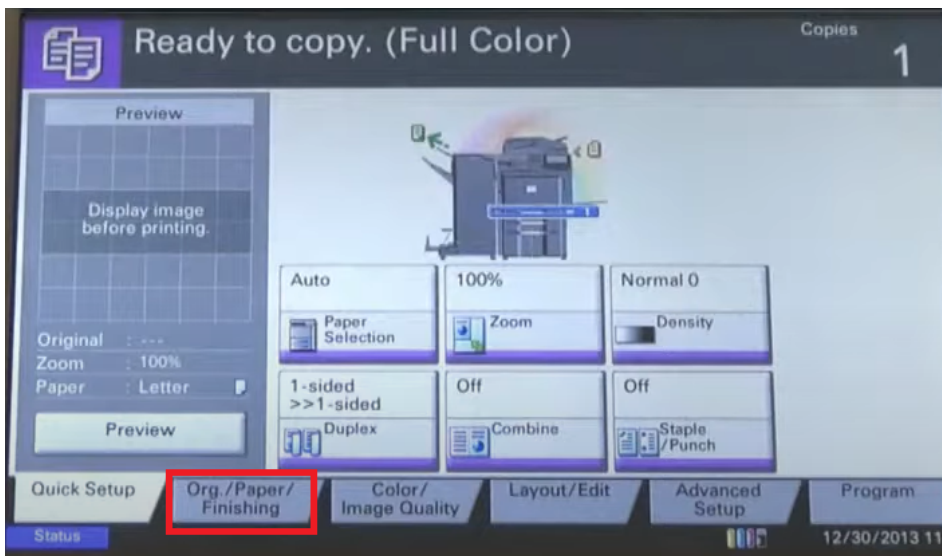
## On the Kyocera physical copier.

- 1.) Scan your ID card to access the print screen.
- 2.) Select **Device Functions** and go through the prompts.

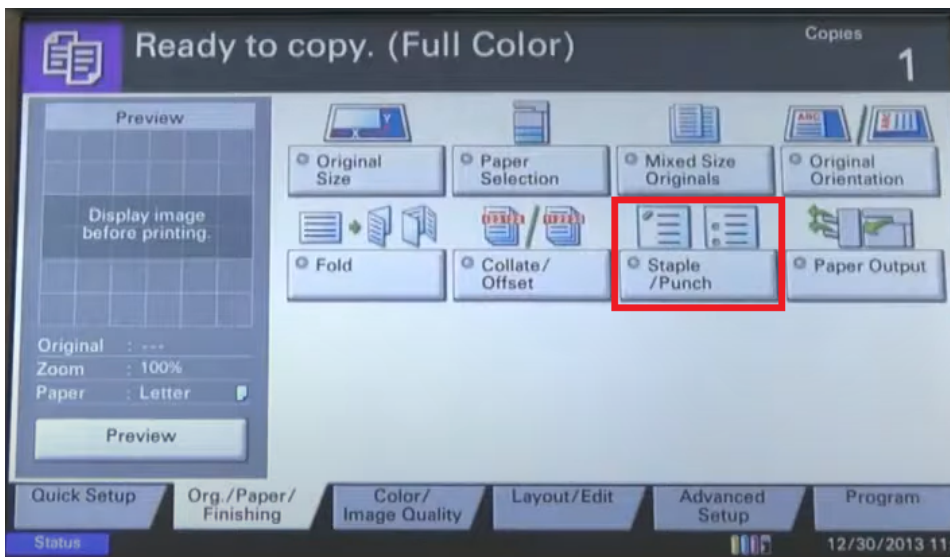


3. Select the **Org./Paper/Finisher** Tab.





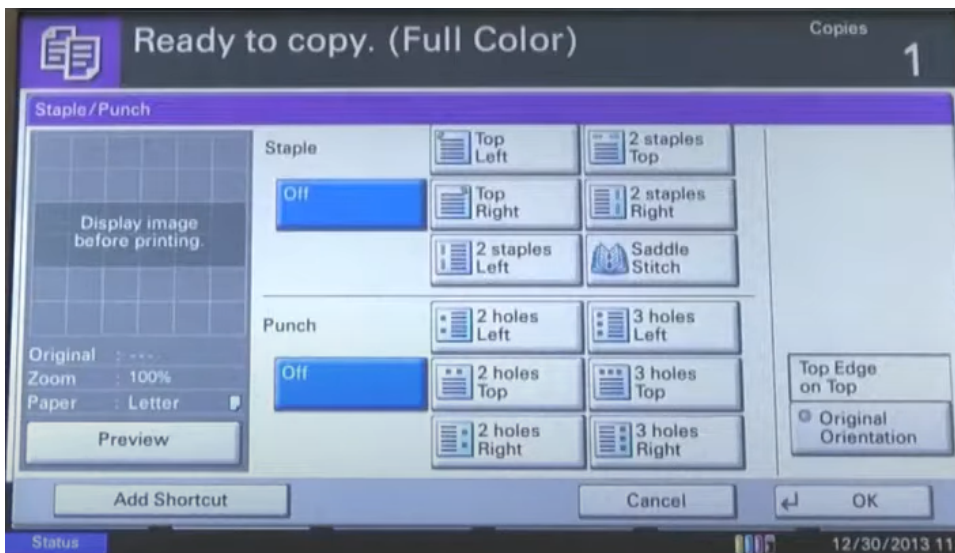
4. Select **Staple/Punch** function.



5. For staples: Select staple location. For hole punch: Select hole punch location. Both of these would depend on where you would like the staple/punch to go.

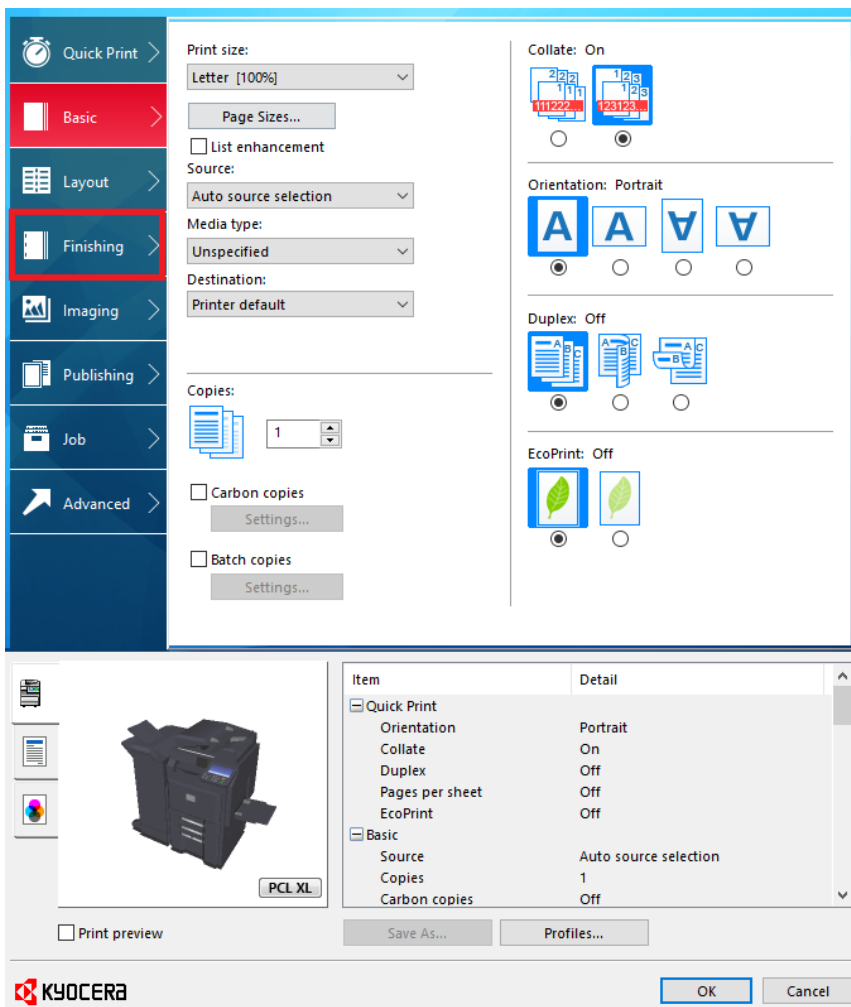
6. Select **OK**

7. Place originals in the document processor and press **Start**.



## On the printer settings in the computer.

- 1.) When you go to print, select **Printer Preference** before you print.
- 2.) When the Kyocera printer preference screen pop ups, click on **Finishing**.



3. Choose your options for punch holes or staples. You have to enable the check box for staples if you want to use it.

4. Click **OK** and then print as normal.

Quick Print >

Basic >

Layout >

Finishing >

Imaging >

Publishing >

Job >

Advanced >

Separation: Off

Tri-Fold:

Print side:  
Inside

Direction of fold:  
Left to right/Top to bott

Number of sheets:  
1

Bi-Fold:

Number of sheets:  
1

Binding edge:

Position:  
Long edge (left)

Gutter...

Staple:

Position:  
Upper left

Sheets per group:  
All

Punch: Off

PCL XL

Print preview

Save As...

Profiles...

KYOCERA

OK

Cancel

Item	Detail
Quick Print	
Orientation	Portrait
Collate	On
Duplex	Off
Pages per sheet	Off
EcoPrint	Off
Basic	
Source	Auto source selection
Copies	1
Carbon copies	Off

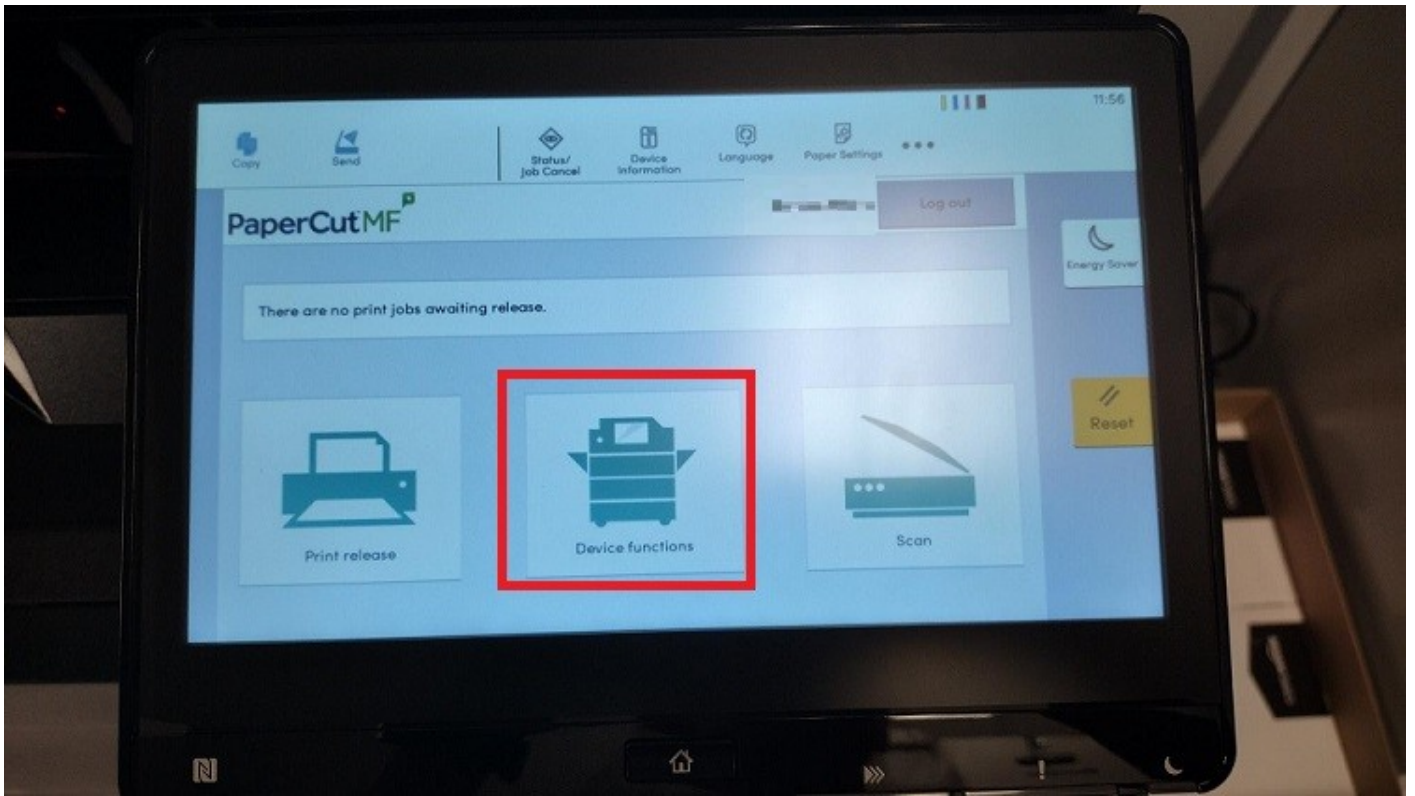
# Teaching Assistant on Copiers

How to find Teaching Assistant on the new copier.

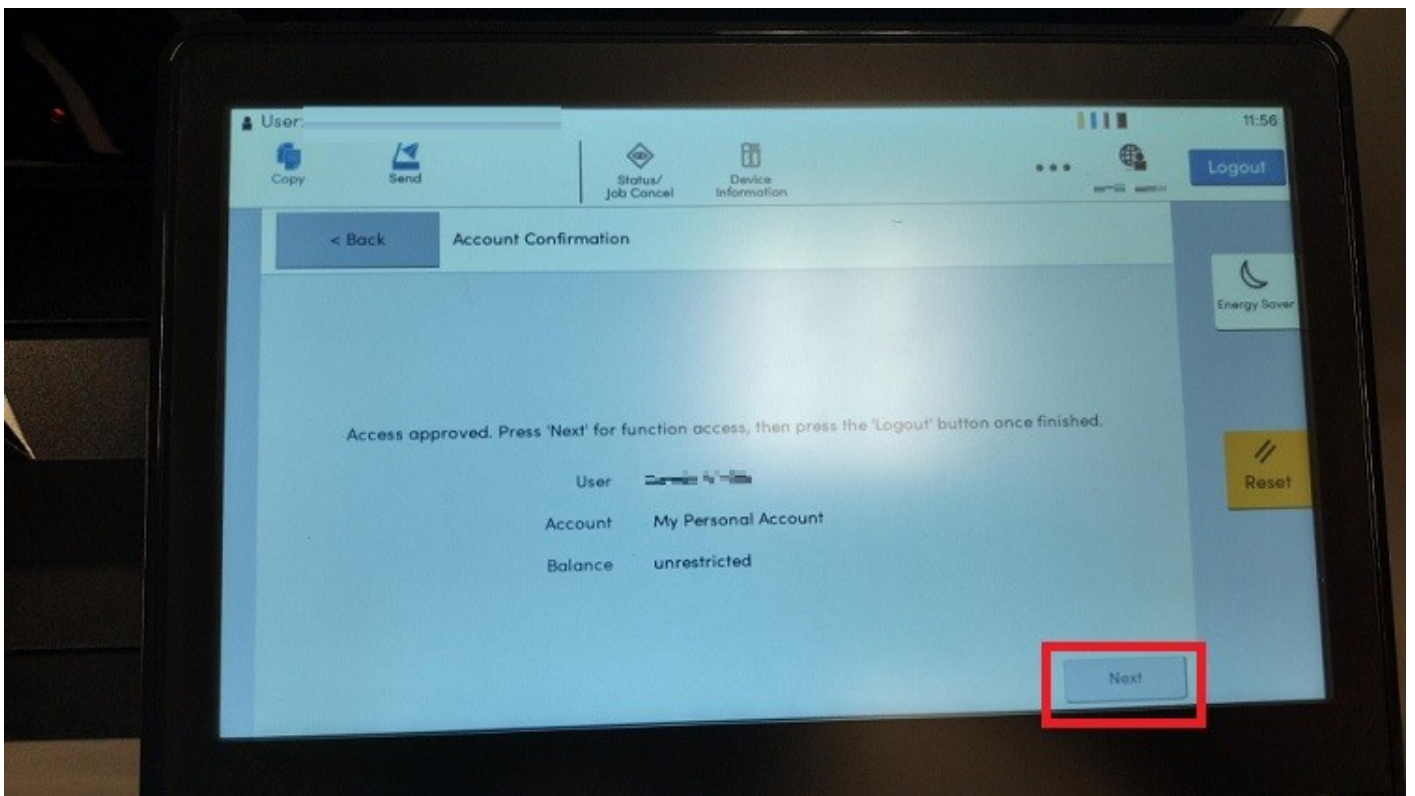
1.) Use your badge to sign into the copier.



2.) Select **Device Functions**.



3. Select **Next**.

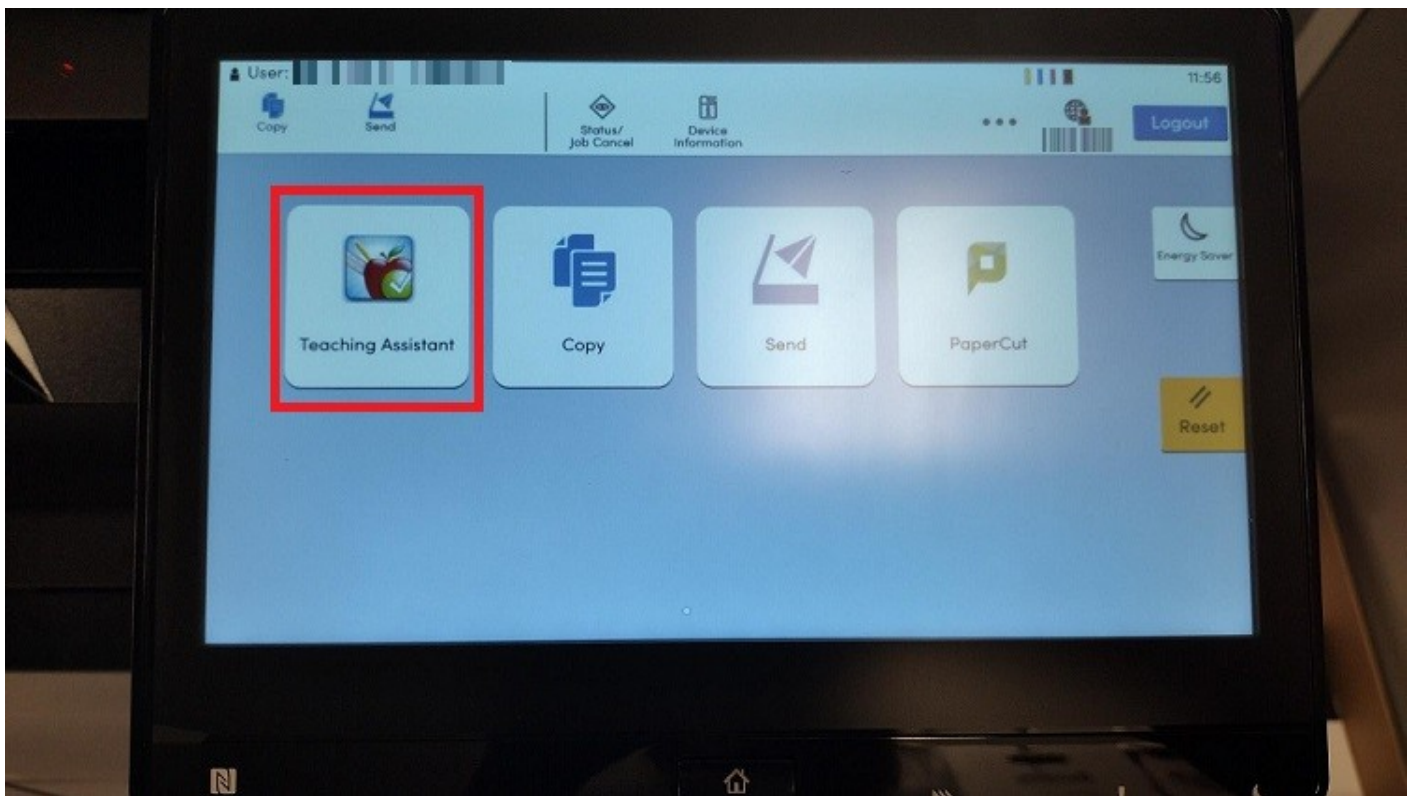


4. Select the **Home** button at the bottom of the screen. It is a physical button.





5.) Select **Teaching Assistant**.



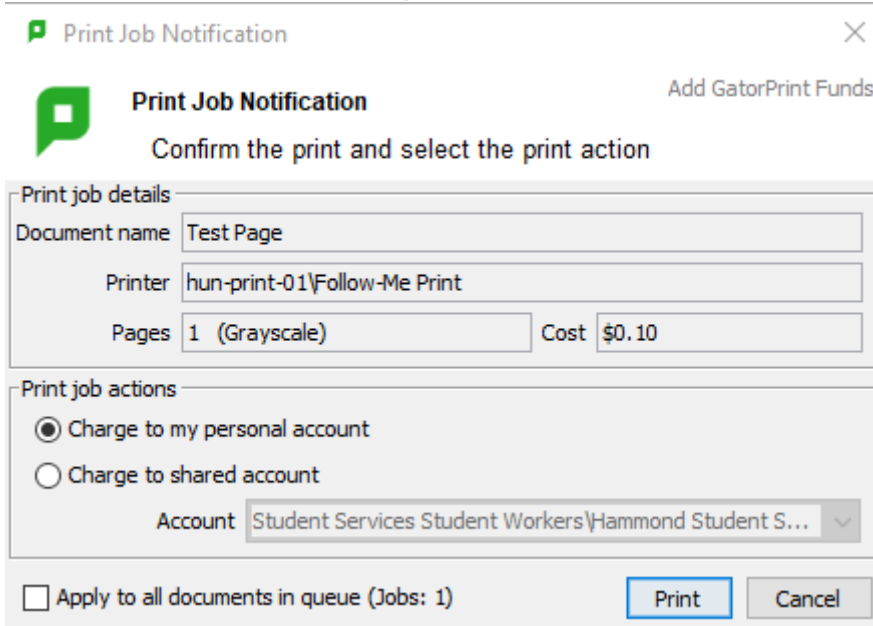
# Copier paper jam and other technical issues.

- For any issue relating to the Kyocera copiers, call the number for Northshore Office Equipment listed on the silver tag on the front of the copy machine. NTCC IT does not service the copy machines.
- If it is an issue using your ID badge to sign in or scans not sending, please submit a helpdesk ticket. Papercut service is the only function on the copiers that NTCC IT will work to correct.



# Student Worker Printing

1. When printing as a student worker, you must make sure **Papercut** is showing. You may have to click **Run** on a box that ask for Papercut to run.
2. Print like normal, but send the print job to **Follow-Me** printer.
3. Click on the option for **Charge to shared account** when the box pops up.



The image shows a 'Print Job Notification' dialog box. At the top, it has a green icon and the title 'Print Job Notification' with a close button. Below the title is a green speech bubble icon and the text 'Print Job Notification' and 'Confirm the print and select the print action'. There is a link 'Add GatorPrint Funds'. The dialog is divided into two sections: 'Print job details' and 'Print job actions'. In the 'Print job details' section, there are fields for 'Document name' (Test Page), 'Printer' (hun-print-01\Follow-Me Print), 'Pages' (1 (Grayscale)), and 'Cost' (\$0.10). In the 'Print job actions' section, there are two radio buttons: 'Charge to my personal account' (selected) and 'Charge to shared account'. Below the radio buttons is a dropdown menu for 'Account' showing 'Student Services Student Workers\Hammond Student S...'. At the bottom, there is a checkbox 'Apply to all documents in queue (Jobs: 1)' and two buttons: 'Print' and 'Cancel'.

Print Job Notification

Print Job Notification

Confirm the print and select the print action

Print job details

Document name: Test Page

Printer: hun-print-01\Follow-Me Print

Pages: 1 (Grayscale) Cost: \$0.10

Print job actions

☒ Charge to my personal account

☐ Charge to shared account

Account: Student Services Student Workers\Hammond Student S...

☐ Apply to all documents in queue (Jobs: 1)

Print Cancel

4. Go to the copier and scan your ID card. Check out how to associate your student account with your ID.