

## Printing with PaperCut

Robertson Library offers three printers in the Learning Commons (located on the main floor) that you can use to print your document/s. The available printers are:

- **Black Commons - Single Sided,**
- **Black Commons - Double Sided, and**
- **Colour Commons**

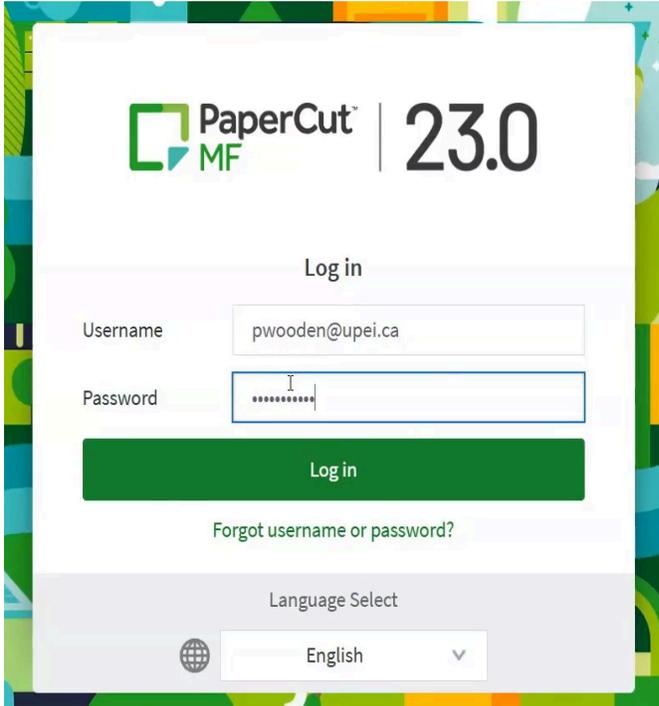


Here are the costs:

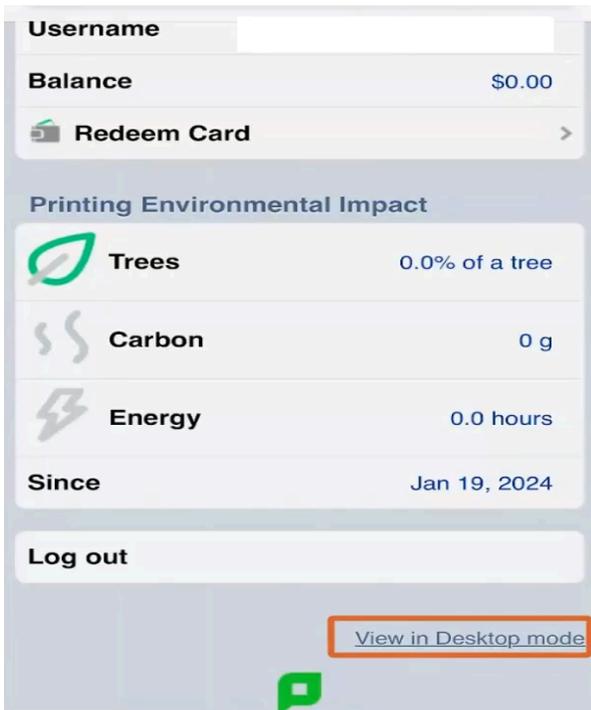
- **Black & White (Single Sided)** is \$0.10 per page
- **Black & White (Double Sided)** is \$0.16 per page
- **Colour (Single Sided)** is \$0.20 per page

Before you print, ensure that you have sufficient funds in your **PaperCut** account. Go to [papercut.upei.ca](http://papercut.upei.ca), then log in using your **UPEI username** and **password**.

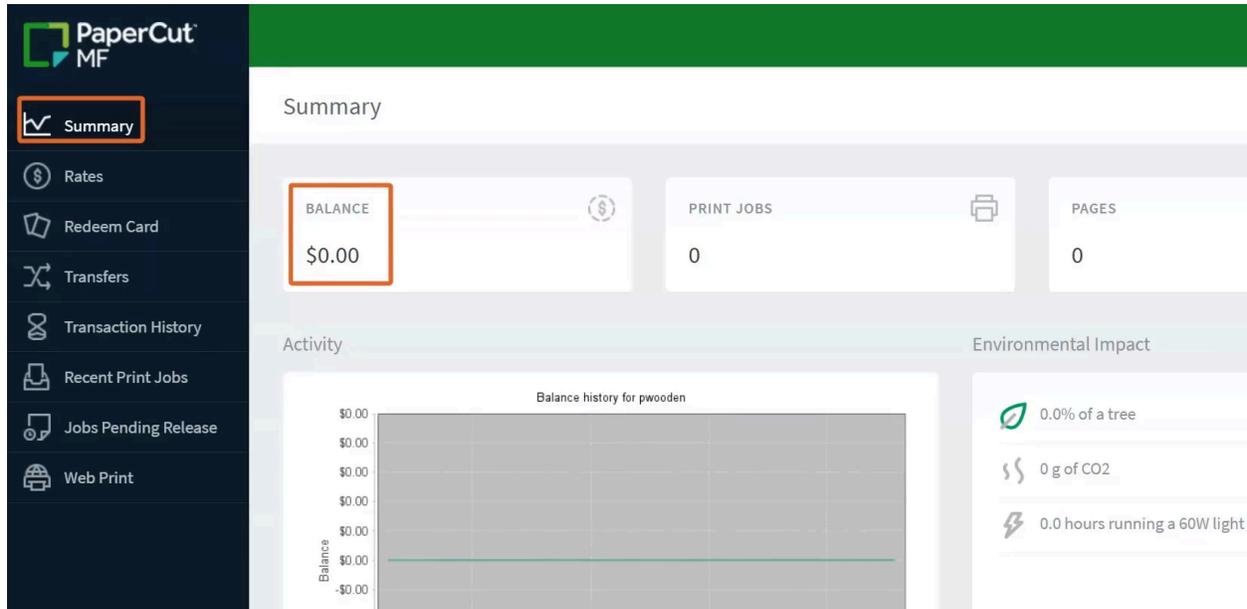
This is the same username and password that you would use to access Moodle or your UPEI email.



If you are using your phone, use the “View in Desktop Mode” link at the bottom of the page.

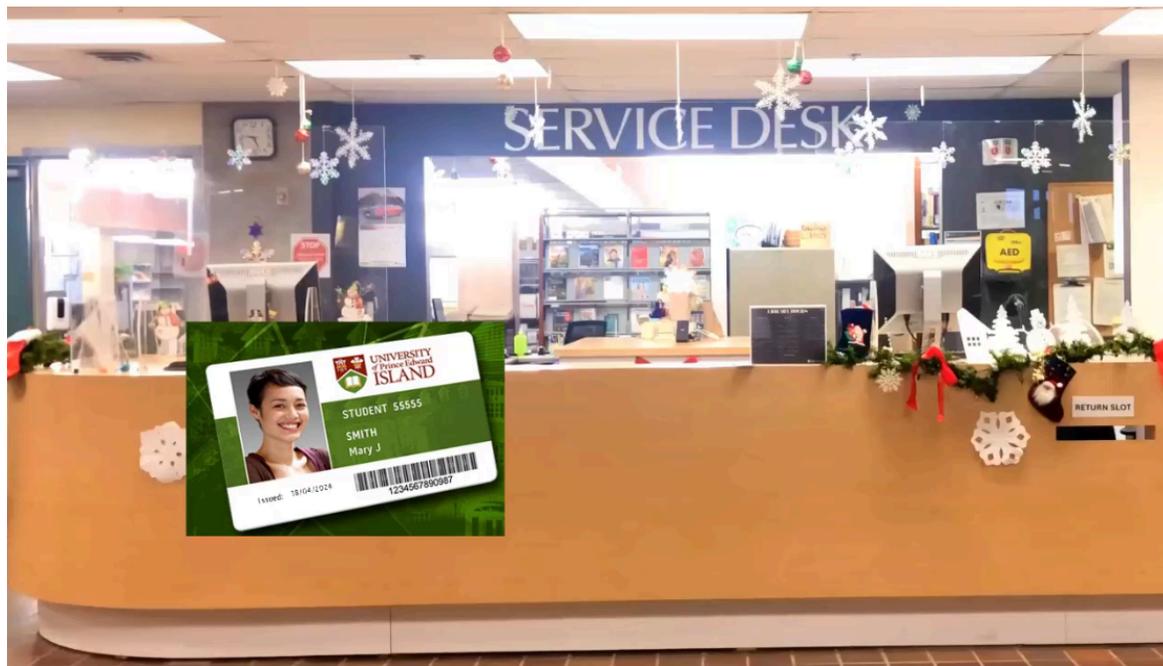


To check your funds, click the **Summary** tab and you can view your account balance.



You can add money to your account with cash or by using a debit or credit card online.

For **Cash**, visit the **Service Desk** with your campus card and the cash amount you wish to add.



To add money **Online**, go to [upei.ca/campuscard](https://upei.ca/campuscard).

Choose Manage Your Campus Card on the right side of the page.

FUTURE STUDENTS | CURRENT STUDENTS | INTERNATIONAL STUDENTS | COMMUNITY MEMBERS | ALUMNI | CAREERS | CONTRIBUTE | CONTACT | myUPEI

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## Campus Card

The UPEI Campus Card is the University's official photo ID card and provides the University community with a high-quality, user-friendly system that allows convenient and efficient access to many services.

All UPEI students, faculty, and staff are issued a UPEI Campus Card at no cost, while community users of the

**Campus Card**

- Get a Campus Card
- Manage Your Campus Card**
- Lost Your Campus Card?
- Campus Card FAQ

Then click the UPEI Campus Card Login link.

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## Manage Your Campus Card

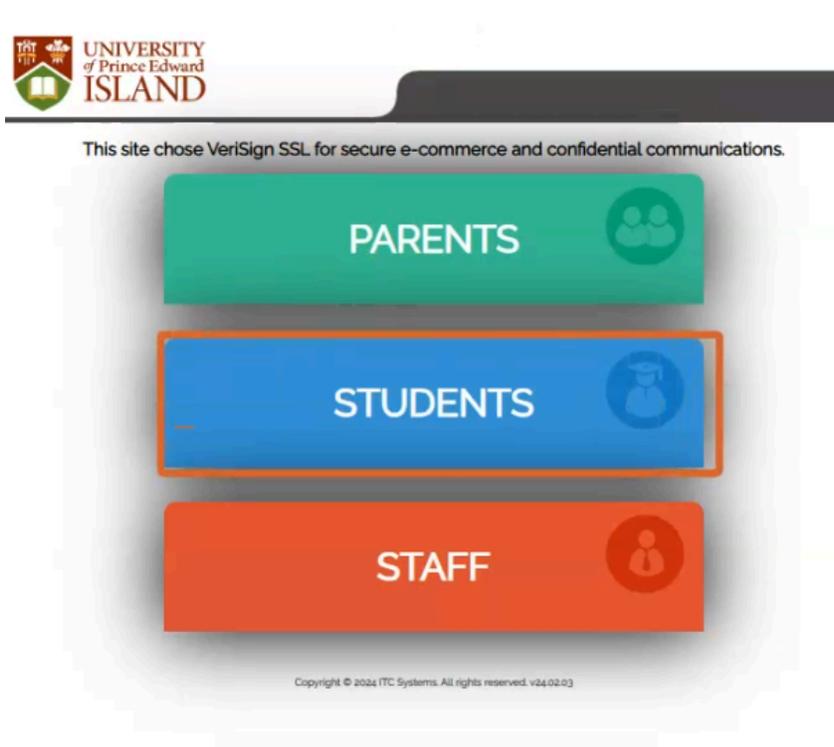
Want to check the balance or add funds to your UPEI Campus Card? If you are a Campus Card holder looking to manage your Campus Card services, or a parent wishing to add funds to your child's card, you can do so by visiting the UPEI Campus Card login site.

**UPEI Campus Card Login**

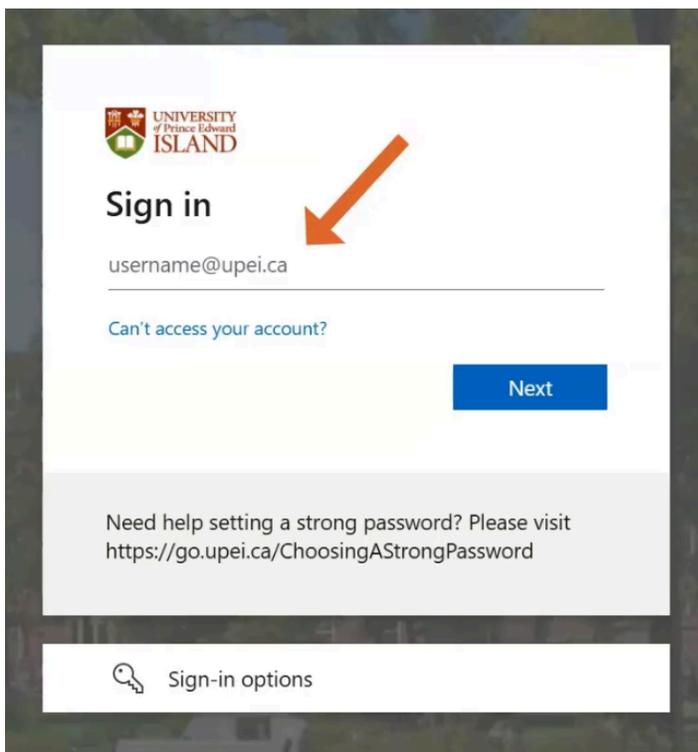
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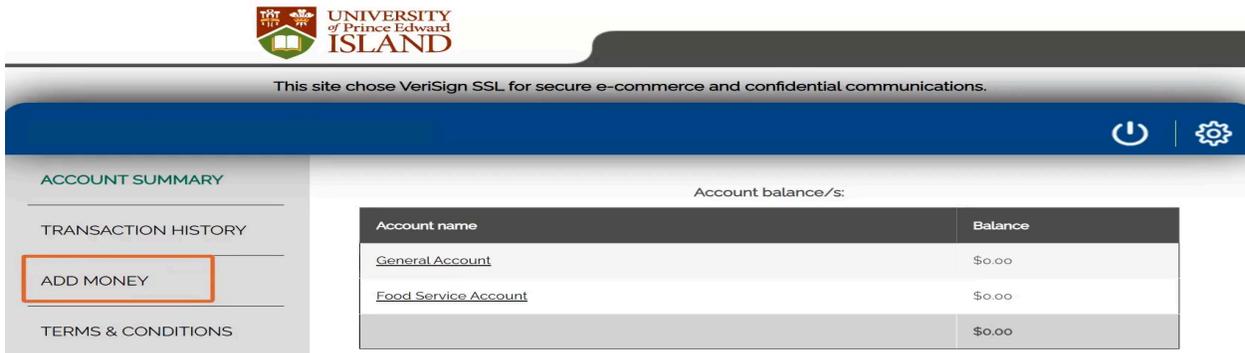
Choose students from the options,



then, enter your UPEI username and password.



Choose Add Money on the left side of the page

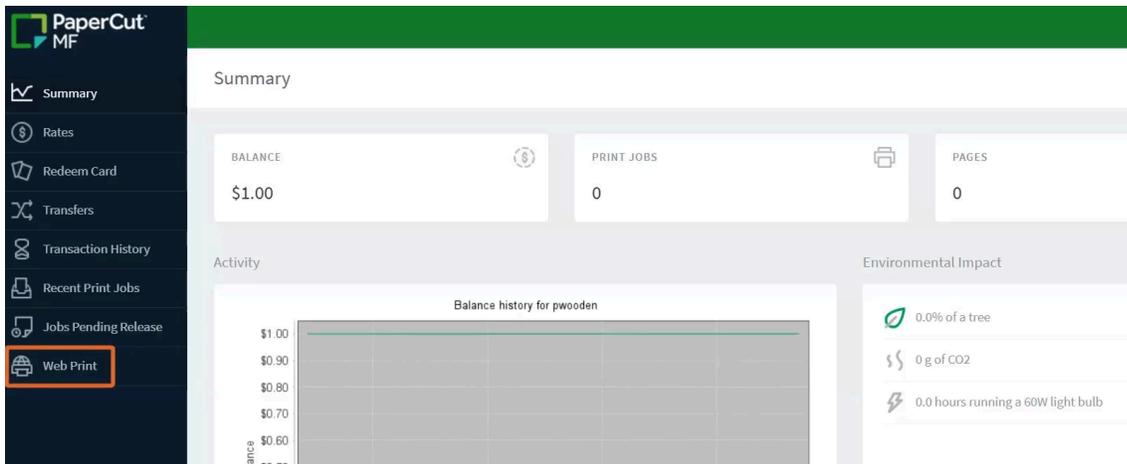


then enter your credit or debit card details and the amount you wish to add on your campus card.

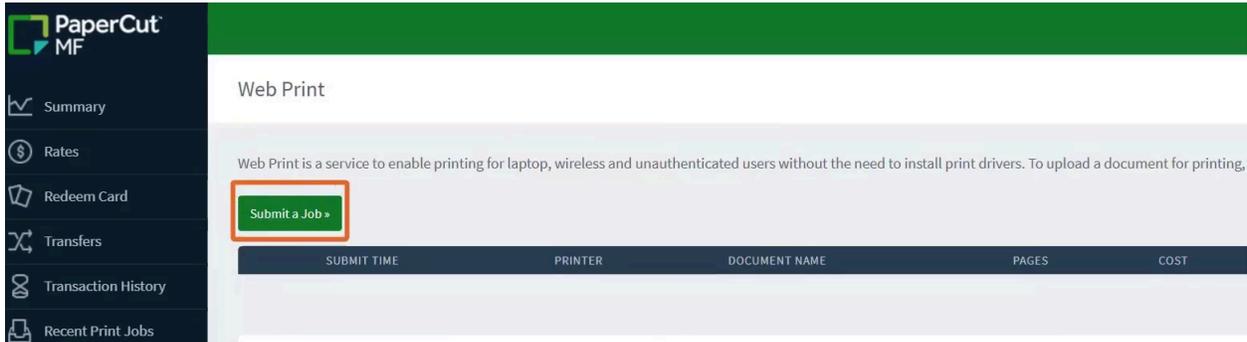


To start **Printing**, make sure you are logged in to your PaperCut account.

Choose Webprint on the left side of the page.

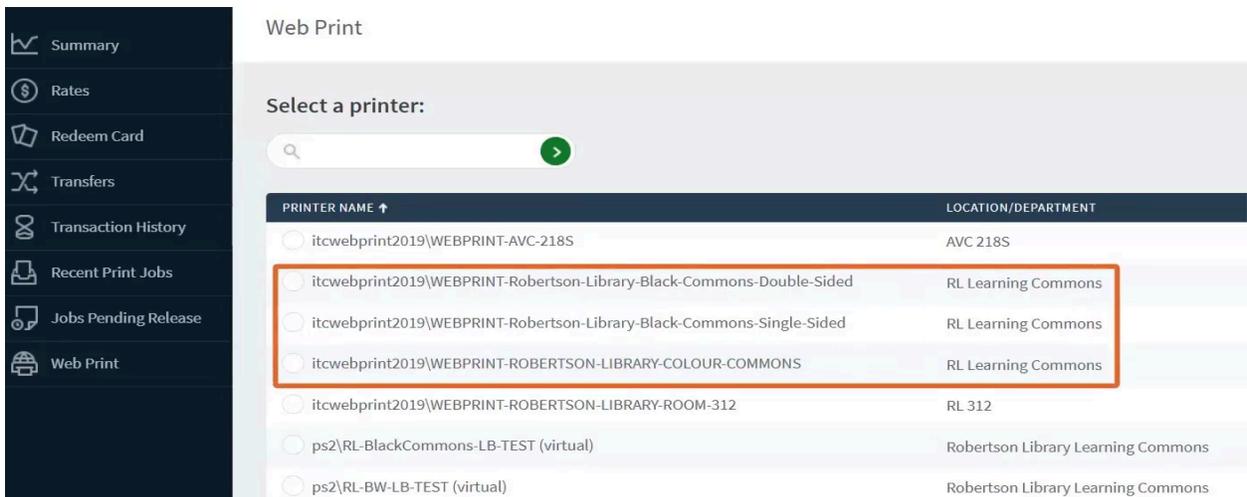


Use the **Submit A Job** button.

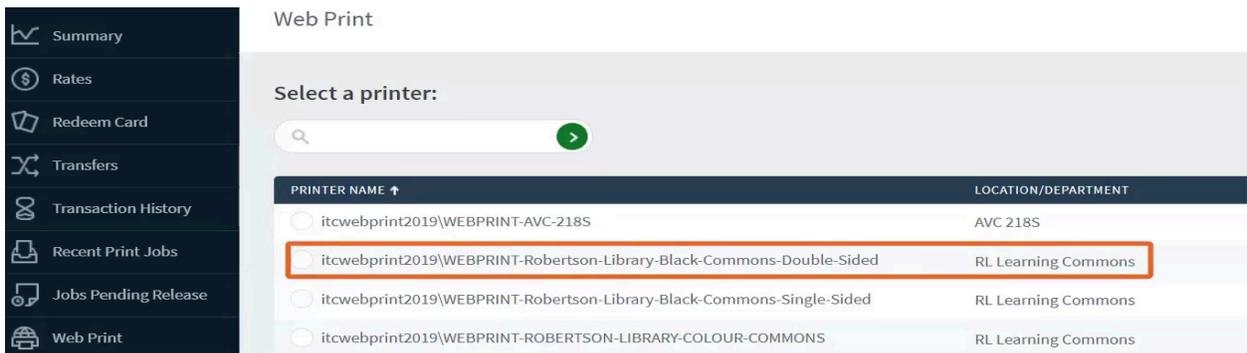


Select your desired printer. Note that you should **only** choose from these three printers:

- **WEBPRINT-Robertson-Library-Black-Commons-Single-Sided**
- **WEBPRINT-Robertson-Library-Black-Commons-Double-Sided**
- **WEBPRINT-Robertson-Library-Colour-Commons**

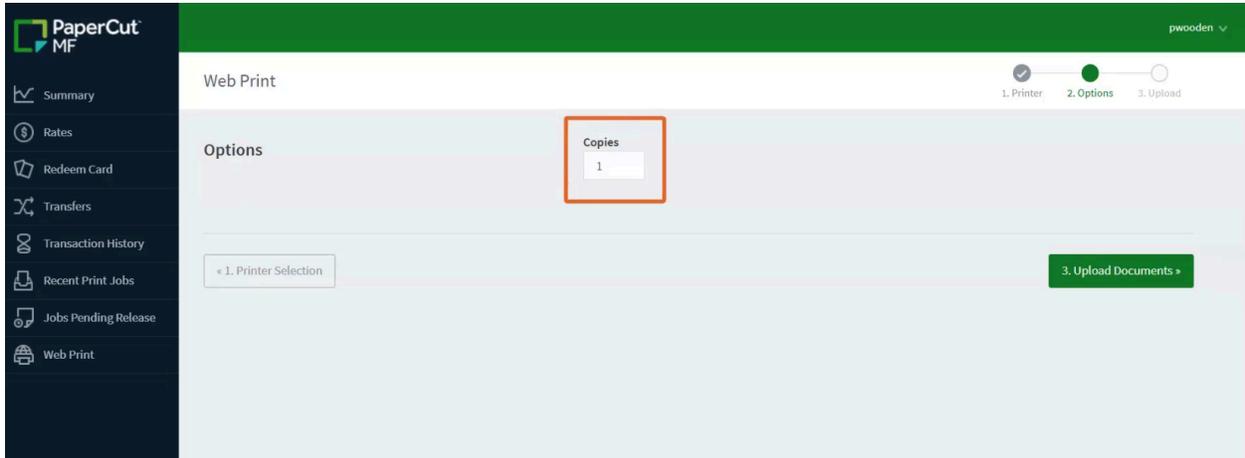


For this example, I will choose the **WEBPRINT-Robertson-Library-Black-Commons-Double-Sided**



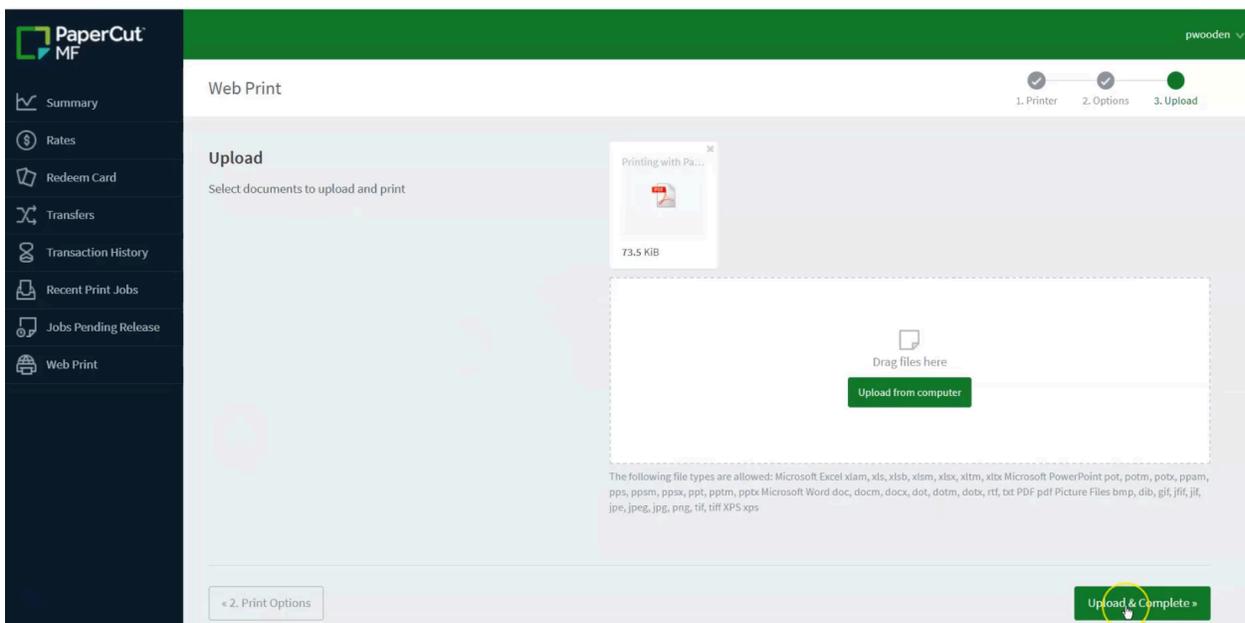
Now I'm ready to upload my document.

In this box, I can input the number of copies of the document that I need to print. Since I only need one copy, I will leave the number of copies to one.



We recommend uploading your document in **PDF format** for the best results. Other file types like DOC, PPT, and PNG are supported, but PDF is the most reliable. Additionally, please ensure your document is formatted to letter size (8.5" x 11").

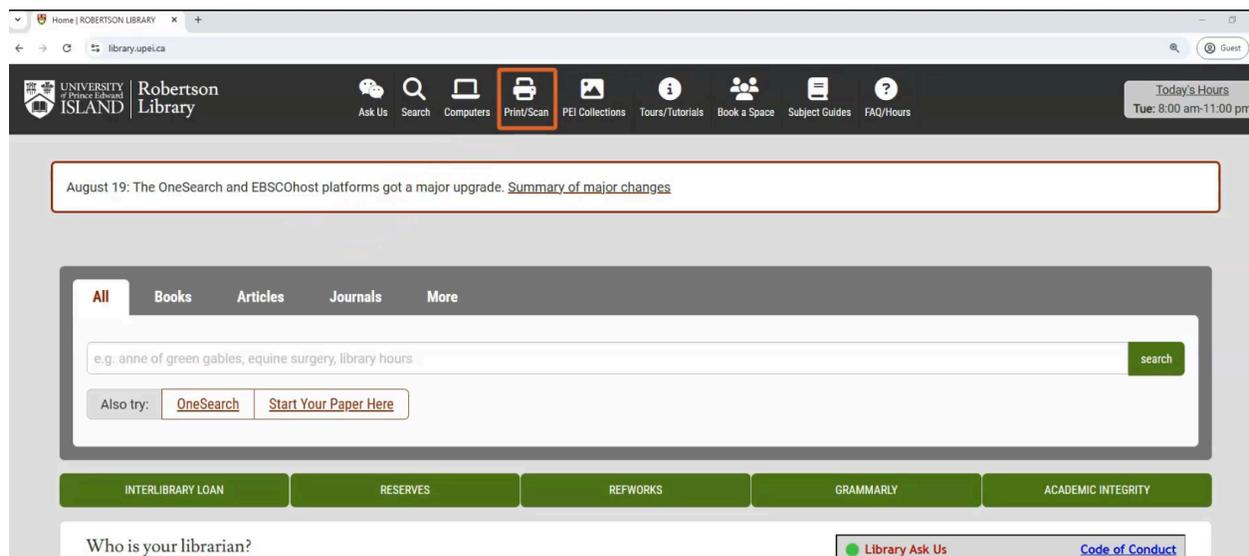
Click Upload Complete.



Once your document is uploaded, it will be processed, and you can collect your printout from the selected printer.



The library offers additional printing and scanning services. For more details on that, visit the library website and hover over the **Print/Scan** icon at the top of the page.



If you need more help, ask us at the service desk, phone us at (902)-566-0583, send an email to [reference@upei.ca](mailto:reference@upei.ca), or use the chat tool on the library website. We are here for you.