



Memo to Andrews University Faculty and Staff:

Andrews University has been using PaperCut to manage the Toshiba copier access and general print logging for the last couple of years. Summer 2016, ITS plans on implementing more of the PaperCut features to allow students to charge to their personal account as well as interdepartmental charging / crediting of funds for devices used in other areas.

In order for these changes to work we need to more accurately assign printing, copying and scanning to the appropriate departmental accounts. In the past we have attempted to automatically select an account and when we could not determine what account to associate with we randomly chose one that you had access to. On June 6, 2016, we will disable the random selection of accounts. After that date if you do not have a default account selected you will be prompted to select an account each time you print provided that you have the PaperCut client installed. If you 1) don't have the PaperCut client installed and 2) you don't have a default account selected, your print jobs will be canceled and an email notification will be sent to you. Computers that students or student workers print from will require a PaperCut client to be installed since they cannot set a default account.

If you have multiple authorized accounts available and you want the option to choose for each print job what account to charge then you should not select a default account. If you want to clear, change or set your default account you can do so from the following web page:

<https://www.andrews.edu/printers/default-account.php>

We recommend that your computer have the PaperCut client installed so we can send you timely notifications regarding your printing as well as prompt you for more information when necessary. For more information about where to get the PaperCut client from please visit us at

<https://www.andrews.edu/services/its/clientservices/papercut.html>.

If you would like to see more information about your PaperCut account you can visit us at:

<https://papercut.andrews.edu/user>

If you need further assistance please contact our Helpdesk team at 269-471-6016 or email

helpdesk@andrews.edu

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