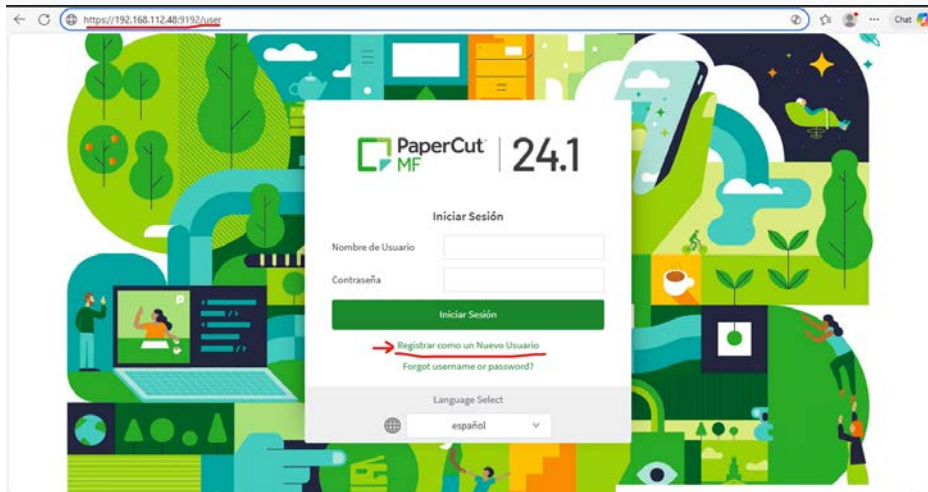


STUDENT REGISTRATION PROCESS

Access the following URL from the UPO internal network
<https://serverpro.upo.es:9192/user>

Check the box next to “Registrar como un Nuevo Usuario”



Next screen:

Full Name: Enter your first and last name

Email Address: The email address must be from the UPO domain (not your personal email)

Username: You can create any username you like

Password: Must be 8 characters long (numbers, letters, a mix, etc. are acceptable)

Verify Password: Use the same password you created earlier

ID Number: Leave blank

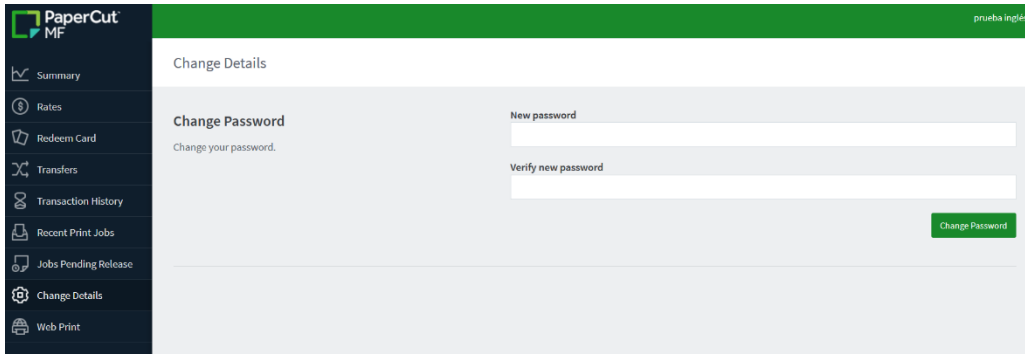
The screenshot shows the 'Register New User Account' page for PaperCut MF. On the left is a dark sidebar with the PaperCut MF logo and two links: 'Register User' and 'Log In'. The main content area has a green header with the title 'Register New User Account'. Below the title are five input fields: 'Full Name:', 'Email Address:', 'Username:' (with 'admin' entered), 'Password:' (with masked dots), and 'Verify Password:'. A green 'Register' button is located at the bottom right of the form.

Once registered, the following screen will appear:

The screenshot shows the confirmation screen after registration. It features the same sidebar as the registration page. The main content area has a green header with the title 'Register New User Account'. The body contains the following text: 'Gracias por registrarse. Sus datos son: Nombre Completo: prueba inglés, Nombre de usuario: prueba inglés, Contraseña: [hidden], Número de Identidad: 987910, ID PIN: [hidden] You can find your assigned PIN in an email sent to you.' Below this, it says 'Su número de identidad y PIN pueden ser requeridos por algunos dispositivos al inicio de sesión.' and 'Por favor, imprimir o tomar nota de esta información y mantener su contraseña y PIN en privado. Click "Login" to continue.' A 'Login' link is at the bottom left.

If at any point you forget your password, you can change it from the login screen:

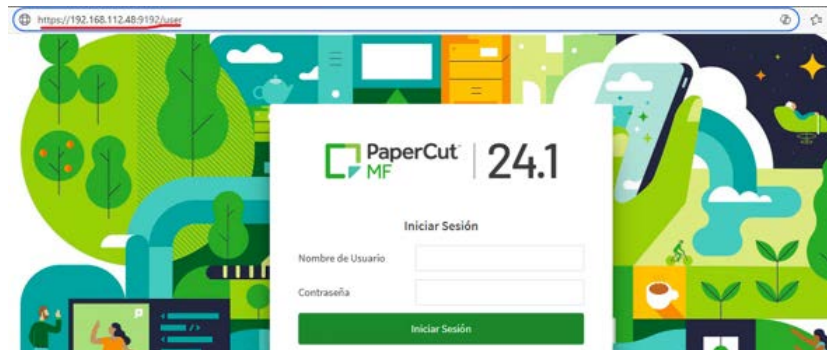
The screenshot shows the PaperCut MF 25.0 login screen. It has a colorful, abstract background. The central white box contains the PaperCut MF logo and the version number '25.0'. Below the logo is the title 'Log in' and two input fields for 'Username' and 'Password'. A green 'Log in' button is below the fields. Underneath the button are two links: 'Registrar como un Nuevo Usuario' and 'Forgot username or password?'. The latter link is highlighted with a red rectangular box. At the bottom, there is a 'Language Select' dropdown menu currently set to 'English'.



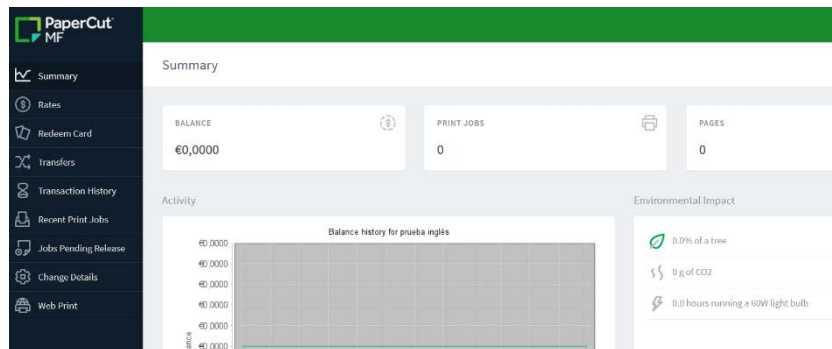
Once registered, you can now access the PaperCut console with your user credentials. To do this, you must visit the following URL:

Access: <https://serverpro.upo.es:9192/user>

Since you are already registered, just enter your username and password and click **Login**:



Once logged in, the PaperCut Console will appear:



You will see that your initial balance is €0.00.

To load balance (this step is strictly necessary to be able to print on the hallway printers), you must personally go to the Reprographics Center between 08:30 and 19:00, and request the amount of balance you wish to load. You can pay this balance either in cash or by card.

Once the balance has been loaded, you can print from any computer connected to the hallway printers (next to them).

There are **4 available printers** for student printing. Here are their locations:

Building 5, ground floor, José María Blanco

Building 45, 1st floor, Multidisciplinary Center

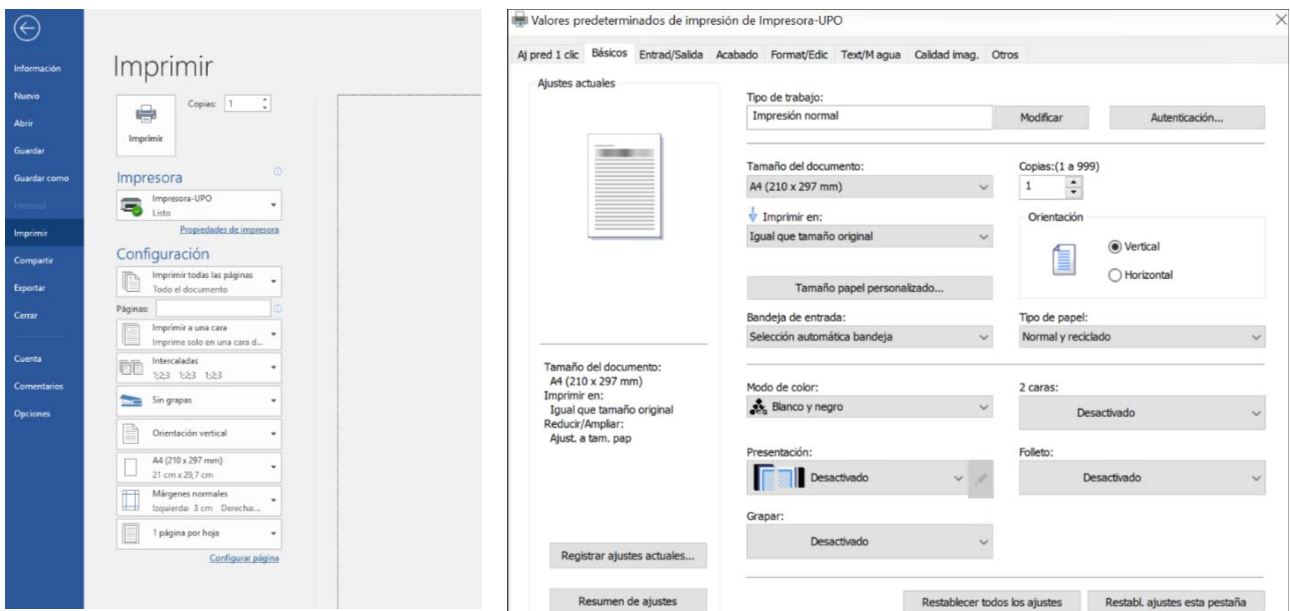
Library, room 1

Library, room 3

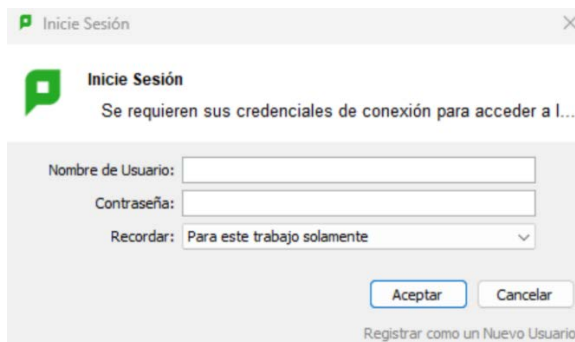
STEPS TO PRINT ON HALLWAY PRINTERS

From computers connected to the hallway printers, send your print job from any application (e.g., printing from Word).

Important: The printer is set by default to print in black & white, one-sided. If you want to modify this, you must do so from the print preferences.



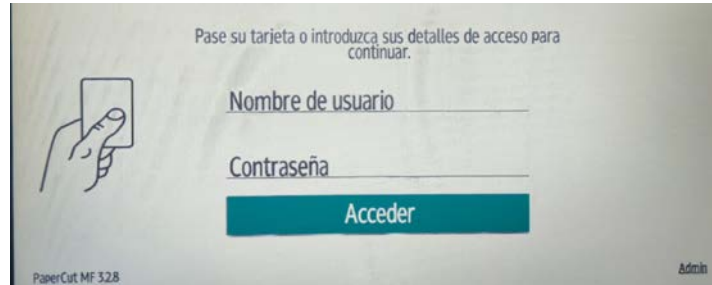
This screen will appear on the computer, where you will need to enter your username and password:



Once logged in, a notification will appear on the screen for a few seconds, confirming that the job has been sent.

Once you have sent the print job to the printer, it will be registered on the server, and you can release it at any of the 4 printers. To do so, you will need to identify yourself at the printer with your PaperCut username and password.

To authenticate yourself at the printer, the following screen will appear:



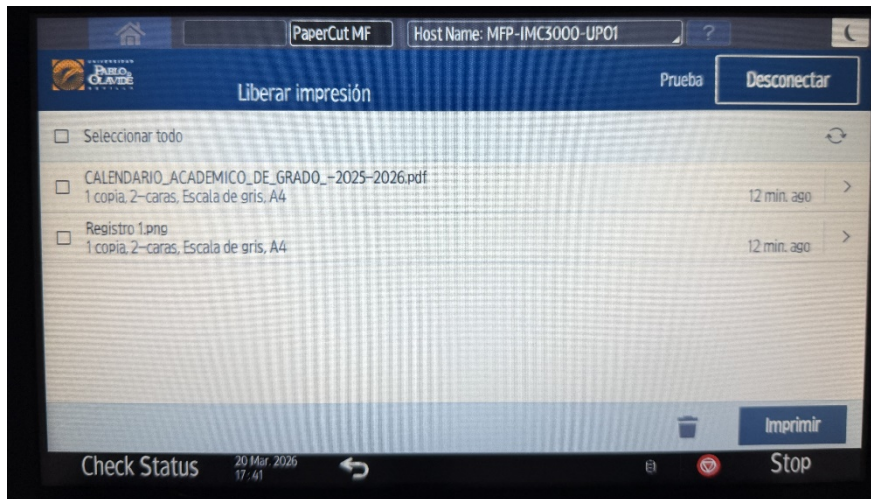
Once you have entered your username and password, the following screen will appear, showing your pending jobs:



The “**Print all**” button will release the jobs without the option to change the basic settings:



The “**Release print**” button allows you to change the basic settings, select from different jobs, and even cancel them.



CARDS

If you have an old copy card (previous system Cartadis) with balance loaded, you should go to the Reprographics Center, where they will read the card and transfer the balance to your new PaperCut user, based on the current price for printing/copying, free of charge. The old card will be deactivated.

For the new system, you can choose to purchase an identification card at the Reprographics Center (2.50€ each, VAT included), which will allow you to authenticate at the printers without having to manually enter your username and password. However, this is not strictly necessary, as the new cards only serve this purpose (authentication at the printer).

The card is linked to your username and password, so it is very important that if you lose it, you notify the Reprographics Center so they can deactivate the card as soon as possible.

COPY OPTION

To make copies, you must authenticate directly at the printer with your username and password, and the following screen will appear, where you should click the “**Device Functions**” button to define the copy parameters.



The following screen will appear, where by pressing the “**Copy**” button, you can define your copy preferences :

