

Guest Instructions to Print in the Library

Log into a workstation with the guest account listed on the workstation.

When you go to print, you will see the print queue pLibraryQueue.

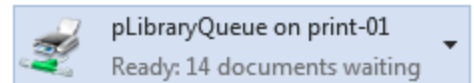
After you click Print to print your document, you will get a Login window. If you have previously created a guest account on TCNJ's PrintSense server, please put in the username and password you created. If you have never created a guest printing account before, skip to **Page 3**. You will also need a Get It Guest card. If you do not already have a Get It Guest card, you may purchase one from the Phil It station next to the Access Services desk. Please note that copying and printing costs are \$.05 per page.

Print

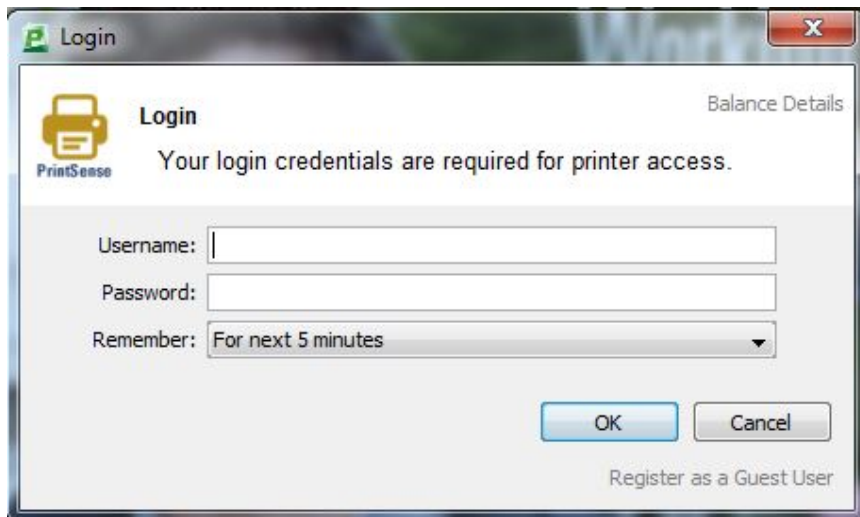


Copies: 1

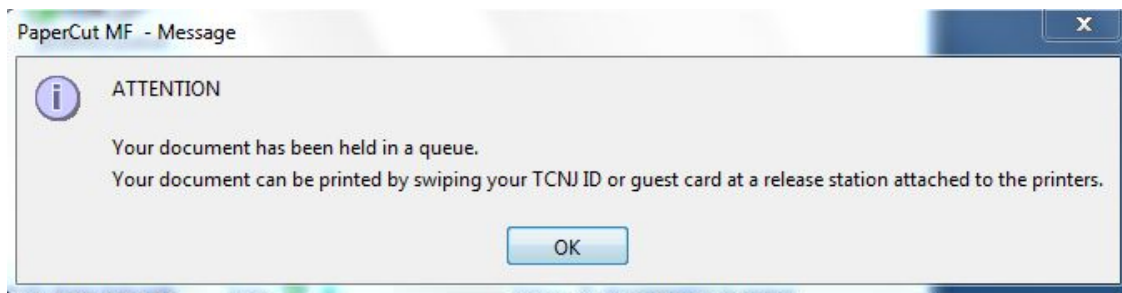
Printer



[Printer Properties](#)

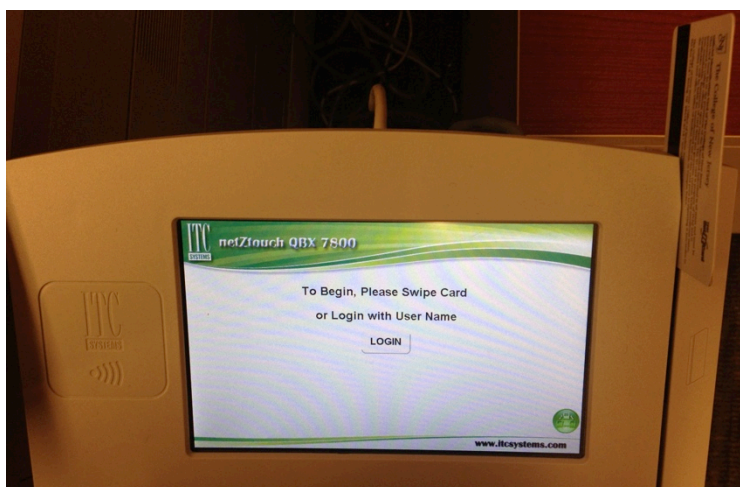


Once you enter in your username and password, you will get the following pop-up message.



Take your Get It Guest card to one of the Library printers with a NetZTouch panel (pictured below) to release your print document.

Swipe your Get It Guest card with the strip in the direction shown in the picture.



Your card information links to your PrintSense guest account and the NetZTouch will display the print jobs you have pending in the pLibraryQueue.

On the touch panel screen, touch the document you want to print (it will turn bright green) and touch the button that says Print Job in the lower left. If you want to print and pay for all pending print jobs, touch Print All.

Use Copier

Jobs Pending

Exit

teststud

Balance: \$-0.10

Job Count: 7

Document Name

Pages

Job Cost

Time

Microsoft Word - Document1

1

\$0.05

15:38:44

Microsoft Word - Document1

1

\$0.05

15:38:38

Microsoft Word - Document1

1

\$0.05

15:38:26

Microsoft Word - Document1

1

\$0.05

15:38:16

Microsoft Word - Document1

1

\$0.05

15:38:03

DOWN

Page:1 of 2

Cost: \$ 0.25

Print Job

Print All

Cancel Job

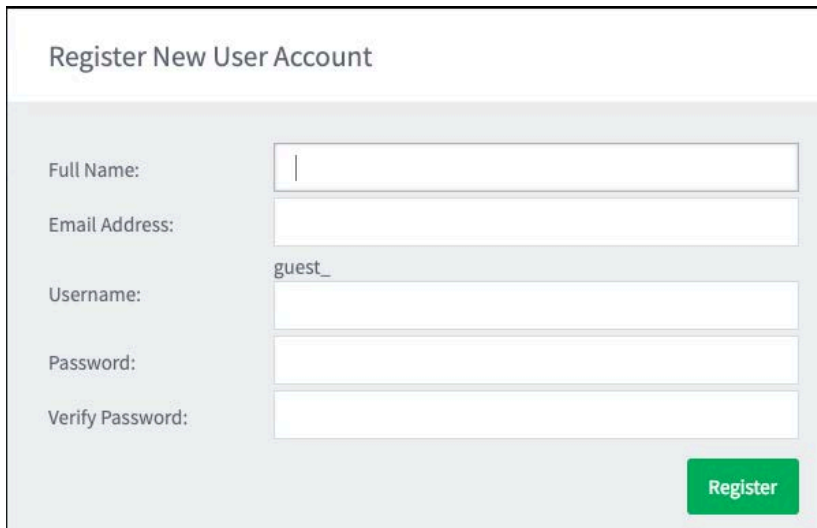
Cancel ALL

Once you are finished printing, touch Exit.

If this is your first time printing from a guest pc, follow these instructions to register as a guest user:

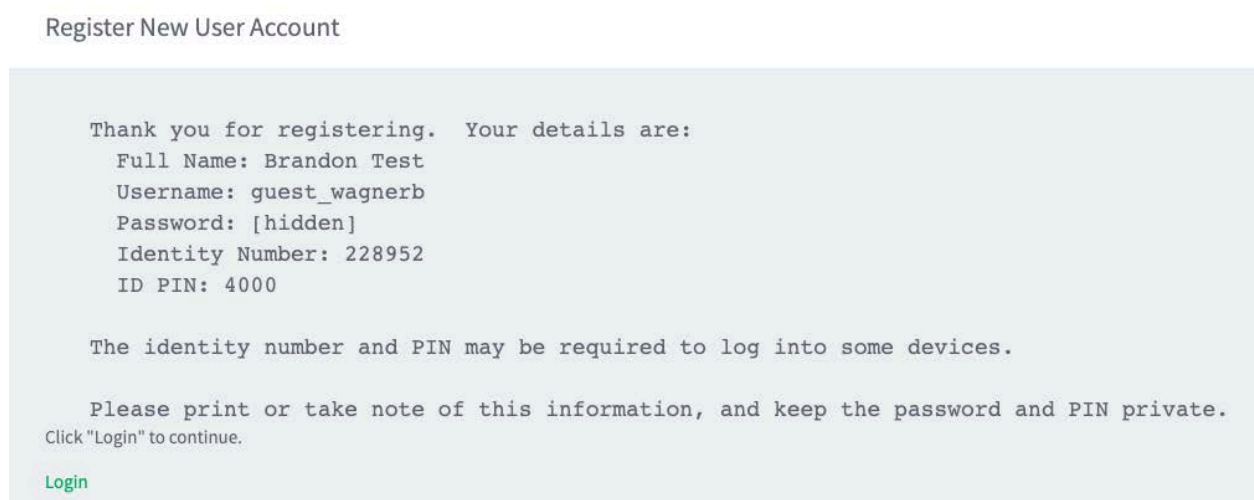
Click **Register as a Guest User** on the Login window.

The PaperCut web page will open up and you will enter your Full Name, email address, a username and password of your choice. Click Register.



The screenshot shows a web form titled "Register New User Account". It contains five input fields: "Full Name:", "Email Address:", "Username:", "Password:", and "Verify Password:". The "Username:" field is pre-filled with the text "guest_". A green "Register" button is located at the bottom right of the form.

If registration is successful you will get the confirmation below. It is important to keep this user information, as you can use it any time you return to TCNJ's library to print.



The screenshot shows a confirmation page titled "Register New User Account". It contains the following text:

```
Thank you for registering. Your details are:  
Full Name: Brandon Test  
Username: guest_wagnerb  
Password: [hidden]  
Identity Number: 228952  
ID PIN: 4000
```

The identity number and PIN may be required to log into some devices.

Please print or take note of this information, and keep the password and PIN private.
Click "Login" to continue.

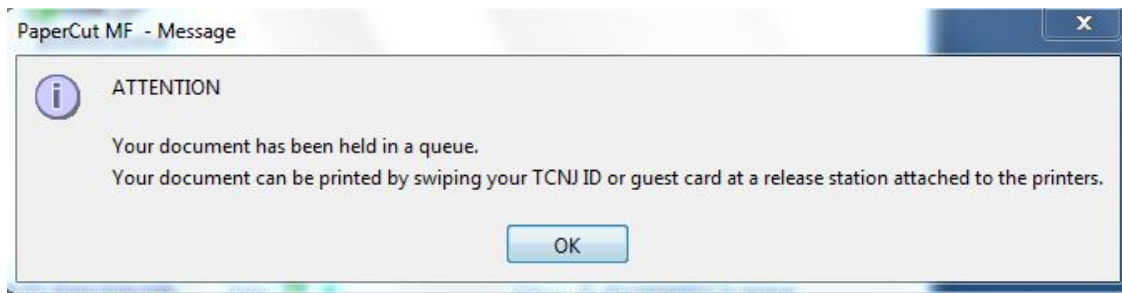
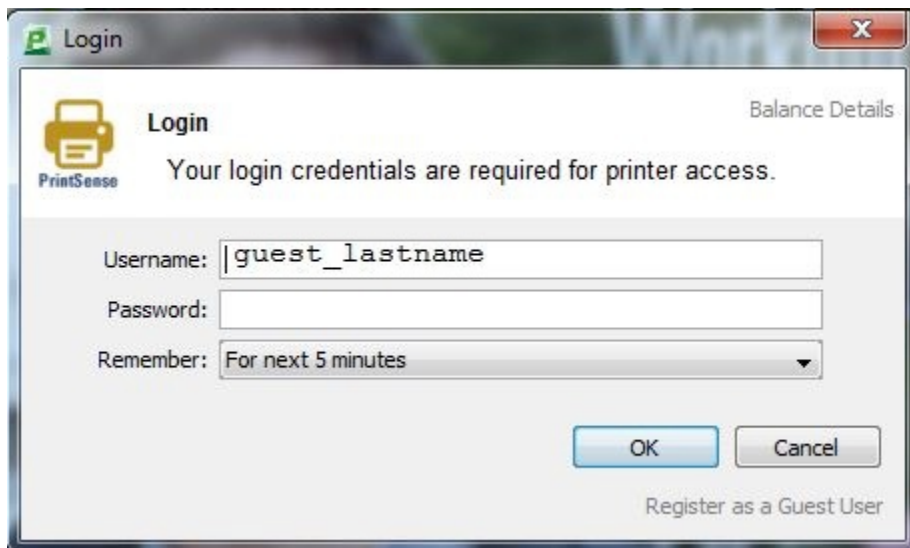
[Login](#)

Go back to the document you wish to print.

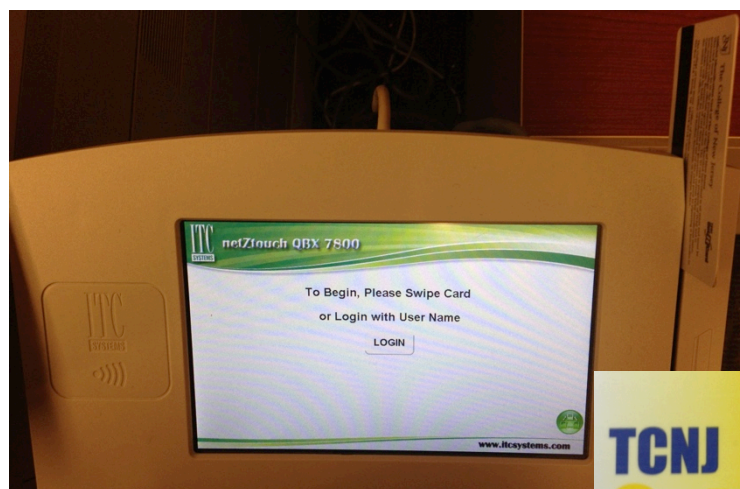
Click Print.

Choose pLibraryQueue.

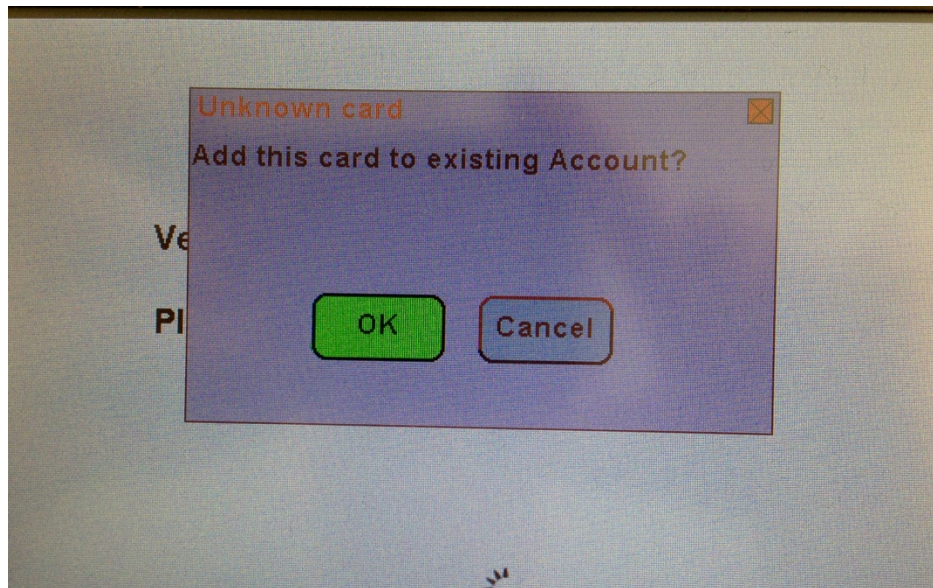
Login with your PrintSense username and password that you just created.



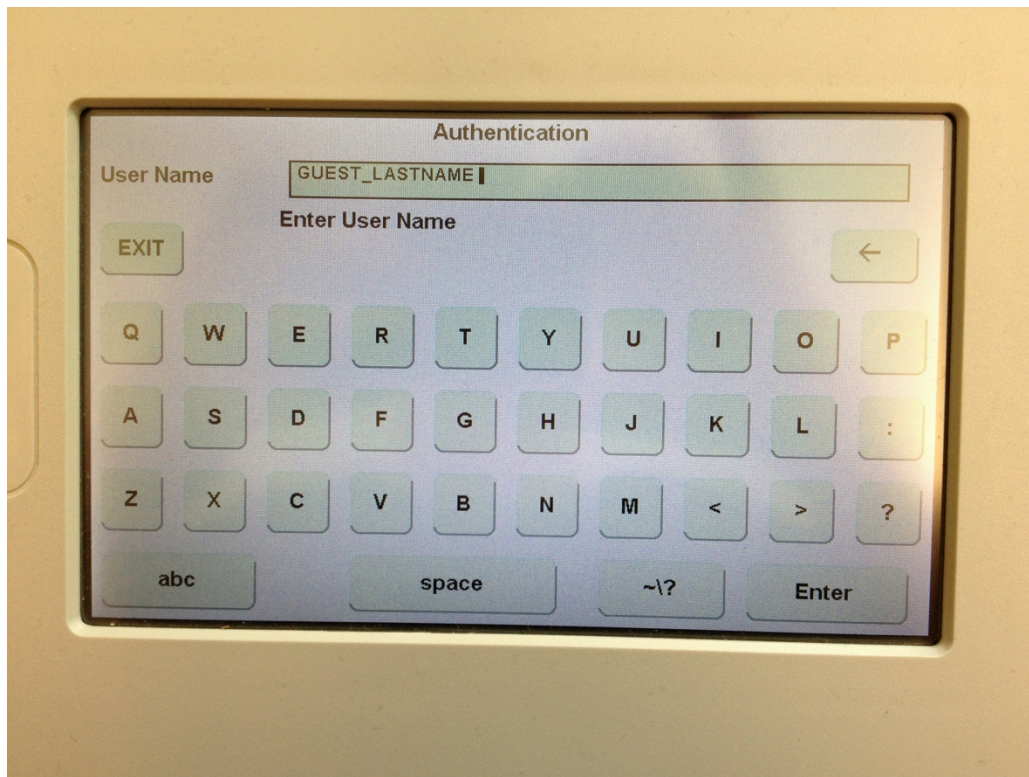
You will see the message above that indicates your job is pending. Please walk over to any printer to link your Get It Guest card to the account you just created. After you do this you will be able to release your print document. Please swipe your Get It Guest card in the direction shown in the picture.



When you see this message, press OK



You will be presented with an on-screen keyboard. Type in the PaperCut username and touch Enter (for ease of use, use all upper case for the username). Type in your password (case sensitive) and touch Enter.



If successful you will get a message that your card is now linked to your account. Swipe the Get It Guest card again, and the NetZTouch will display the print jobs you have pending in the pLibraryQueue.

On the touch panel screen, touch the document you want to print (it will turn bright green), then touch the button in the lower left that says Print Job. If you want to print and pay for all pending print jobs, touch Print All.

Jobs Pending			
Document Name	Pages	Job Cost	Time
Microsoft Word - Document1	1	\$0.05	15:38:44
Microsoft Word - Document1	1	\$0.05	15:38:38
Microsoft Word - Document1	1	\$0.05	15:38:26
Microsoft Word - Document1	1	\$0.05	15:38:16
Microsoft Word - Document1	1	\$0.05	15:38:03

Once you are finished printing, touch Exit in the upper right.