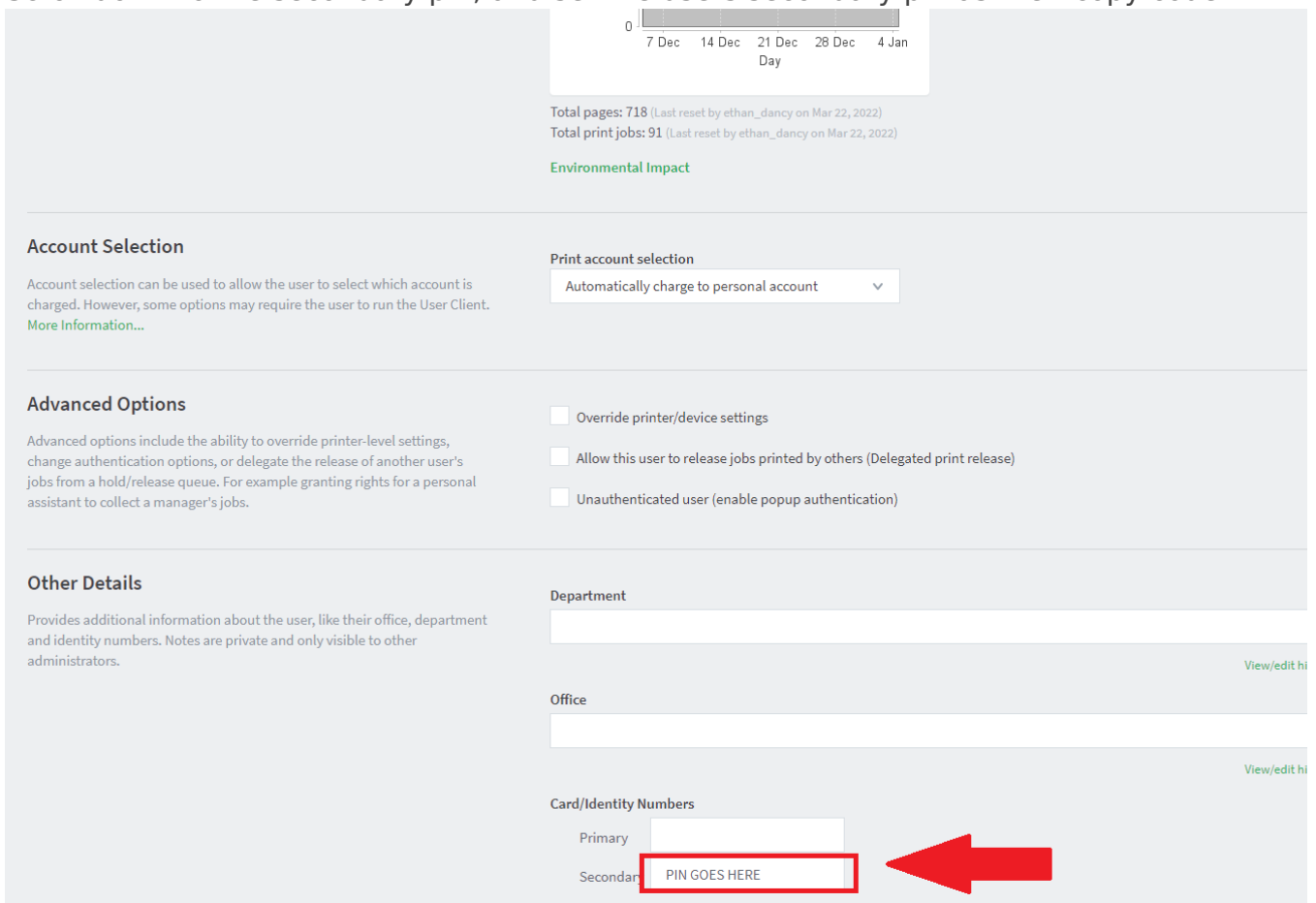


# How to Change or Add Papercut Codes

1. Go to <http://iss-papercut:9191/admin>
2. Login with your computer credentials (Not your full email)
3. Click Users on the left hand side of your screen
4. Search for the user you are wanting to set the passcode for
5. Scroll down to the secondary pin, and set the users secondary pin as their copy code



The screenshot displays the user management interface for Papercut. At the top, there is a calendar widget showing the current date as 7 Dec. Below this, statistics are shown: 'Total pages: 718 (Last reset by ethan\_dancy on Mar 22, 2022)' and 'Total print jobs: 91 (Last reset by ethan\_dancy on Mar 22, 2022)'. An 'Environmental Impact' section is also visible. The 'Account Selection' section includes a 'Print account selection' dropdown menu set to 'Automatically charge to personal account'. The 'Advanced Options' section contains three checkboxes: 'Override printer/device settings', 'Allow this user to release jobs printed by others (Delegated print release)', and 'Unauthenticated user (enable popup authentication)'. The 'Other Details' section includes fields for 'Department', 'Office', and 'Card/Identity Numbers'. The 'Card/Identity Numbers' section has two input fields: 'Primary' and 'Secondary'. The 'Secondary' field contains the text 'PIN GOES HERE' and is highlighted with a red rectangular box. A large red arrow points from the right towards this box, indicating where the user's copy code should be entered.

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