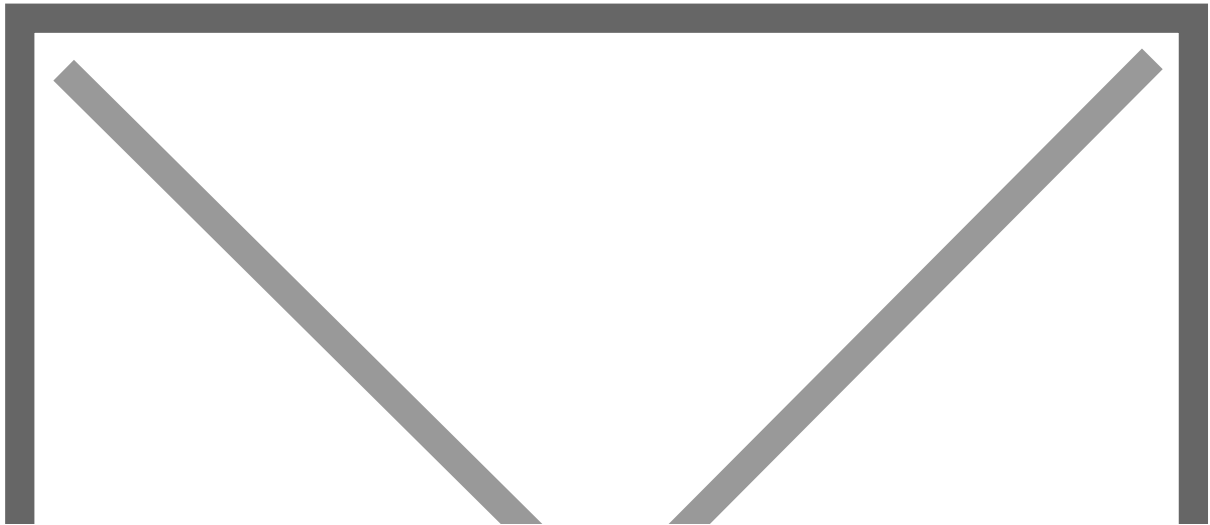


# How to Change or Add Papercut Codes

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



Total pages: 718 (Last reset by ethan\_dancy on Mar 22, 2022)  
Total print jobs: 91 (Last reset by ethan\_dancy on Mar 22, 2022)

Environmental Impact

### Account Selection

Account selection can be used to allow the user to select which account is charged. However, some options may require the user to run the User Client.  
[More Information...](#)

Print account selection

Automatically charge to personal account ▾

### Advanced Options

Advanced options include the ability to override printer-level settings, change authentication options, or delegate the release of another user's jobs from a hold/release queue. For example granting rights for a personal assistant to collect a manager's jobs.

- ☐ Override printer/device settings
- ☐ Allow this user to release jobs printed by others (Delegated print release)
- ☐ Unauthenticated user (enable popup authentication)

### Other Details

Provides additional information about the user, like their office, department and identity numbers. Notes are private and only visible to other administrators.

Department

[View/edit hi](#)

Office

[View/edit hi](#)

Card/Identity Numbers

Primary

Secondary

PIN GOES HERE



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