



How to Check your Printer ID number in PaperCut

Your **Printer ID Number** is a unique six-digit number that allows you to log into Hertford College copiers if you do not happen to have your University Card with you.

Go to: <https://print.hertford.ox.ac.uk> and log in with your SSO username (e.g. hert1234).

On the Summary page click on **show** in the CARD/ID box and it will display your unique six-digit ID number.

The screenshot shows a web browser window displaying the PaperCut MF Summary page. The page has a dark blue sidebar on the left with the Hertford College logo and navigation links: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, and Web Print. The main content area is white and features a summary section with four cards: CARD/ID (with a [show] button circled in red), BALANCE (-£5.30), PRINT JOBS (33), and PAGES (66). Below the summary is an 'Activity' section with a link to 'Balance history for ball4118' and an 'Environmental Impact' section showing metrics like '0.6% of a tree', '584 g of CO2', and '36.6 hours running a 60W light bulb' since August 3, 2020.

Do not share this number as anyone that knows this number will be able to log into a copier and make copies charged to your account.



If you wish to change this number this can be done by clicking on **Change Details** and **Generate number** to generate a new random six-digit ID Number.

The screenshot shows a web browser window with the URL `print.hertford.ox.ac.uk/app`. The page title is "PaperCut MF : Change Details". The browser's address bar shows the URL and navigation icons. Below the browser window, the application interface is visible. On the left is a dark blue sidebar with the Hertford College logo and a list of menu items: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details (highlighted), and Web Print. The main content area has a red header with the Hertford College logo and the text "Hertford College UNIVERSITY OF OXFORD" on the left, and a user ID "ball4118" with a dropdown arrow on the right. Below the header, the page title "Change Details" is displayed. The main section is titled "Change Card/ID Number" and contains the text "Change your card number" and "Current number" followed by a blacked-out ID number. A green button with the text "Generate number" is highlighted with a red rounded rectangle.