PaperCut Guide

PaperCut allows you to send print jobs to your own Queue that you can then tap to login at any PaperCut printer to quickly and easily print securely, this article will cover how to register a Swipe Card or Keyfob to your Login Account and some actions to do with the Interface like printing, scanning, delete a queue, printing a specific document in queue. Most of the printer functionality will be very similar to what it was before.

NOTE: Firstly the most important step is you **NEED** to Register your **Swipe Card** or **Keyfob** to be able to send anything to your Printer Queue or log in to the Printer (see Registering Your Swipe Card or Keyfob)

If you **Need** to **Change** your swiping device, simply **Register** it again and the system will update to the new device.

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Registering Your Swipe Card or Keyfob:

NOTE: Using a **Phone** as a **Keyfob** will very likely not work as the device constantly changes what it identifies as.

How to self-associate your Swipe card or Proximity dot.

PaperCut MF

Step 1.

Place / Swipe your card on the card reader.

The card reader is usually installed under the black glossy panel to the left of the control panel or attached to the outside

You should hear a beep when the card has been successfully read.

Step 2.

Enter your current computer login details

Press the white boxes to open the on-screen keyboard

You will only receive this message for the first time.

Note: Password is case sensitive

Step 3.

Press Set, then you will receive confirmation that your card has been registered.

You may now log in using your swipe card
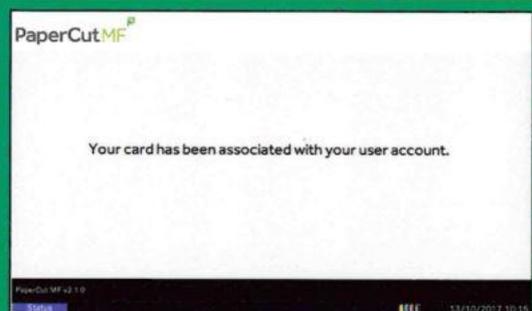
Note: If you register another card or dot to the same account, this will over-ride the first one.

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Using PaperCut:

Now that you have a Registered **Swipe Card** or **Keyfob** and know how to login to a printer you will be able to scan and assign print jobs to your **Queue (See** Assigning Jobs to your Queue**)**.

Logging In

Tap the **Swipe Card** or **Keyfob** to the panel with the **Tap Here** sticker and and It will take you to the Home Screen**.**

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If it still does not work you may either be swiping in the wrong place (It should be close to the Screen Interface) or have Registered the **Swipe Card** or **Keyfob** to Your Account.
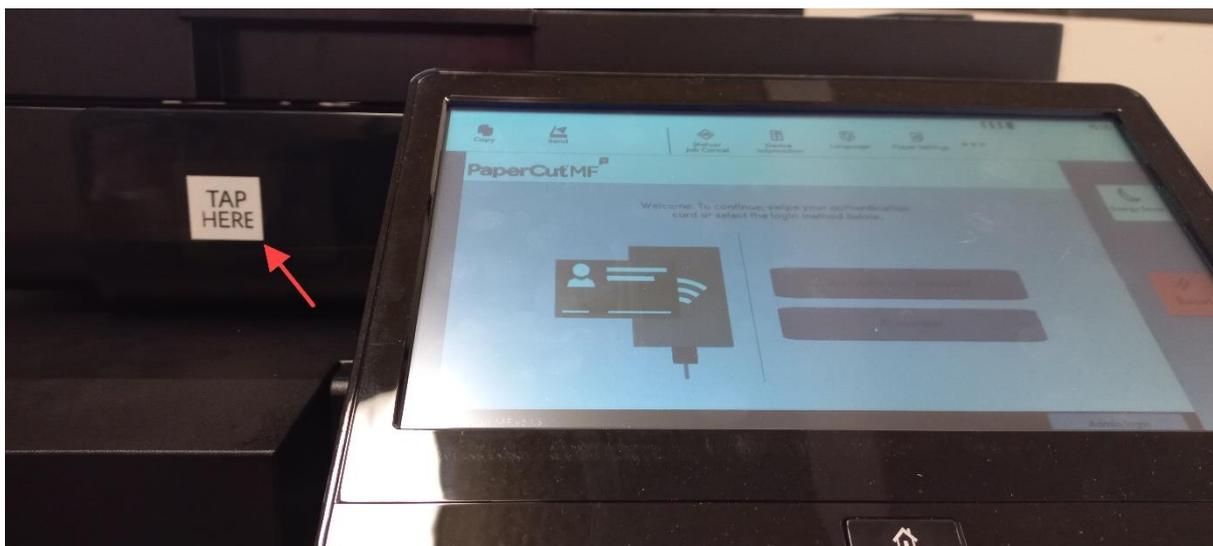
Assigning Jobs to your Queue:

To send print jobs to your queue you need to pick one of the following printers when going to a print, use the appropriate Printer for your task **Mono** (Black and White Printing) **Colour** (Colour Printing):

- PrintAnywhere-Colour on NDC-PRT-1.ad.aie.edu
- PrintAnywhere-Mono on NDC-PRT-1.ad.aie.edu

NOTE: You dont need to add in any printers as these are applied to your account by default.

Home Screen:

Once you Login you will be presented with the following Screen, See below for an explanation:

     i.   **Print all** - This will **Print all** documents currently in your **Queue (**See Assigning Jobs to your Queue**)**.

     ii.   **Scan** - Use this section to **Scan.** (See Scan)

     iii.   **Print Release** - Takes you to the "**Held Print Jobs"** menu, used to Manage or Print Specific documents from your **Queue**. (See Held Print Jobs)

     iv.   **Log Out** - When you are done you can use the **Log out** button or it will time out in about a minute.
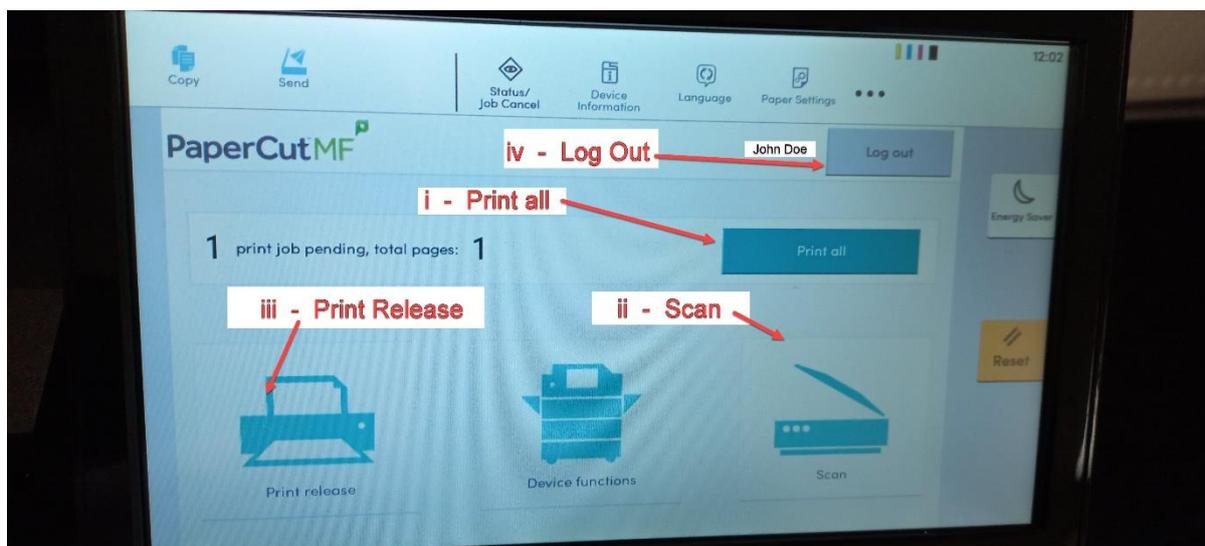
Scan:

Accessed by going to the **Scan** Menu from the Home Screen after LoginYou can change the email details for what you will send out, Select "**Start**" when you have your items in the scan section on top and it will be emailed to you shortly afterwards.
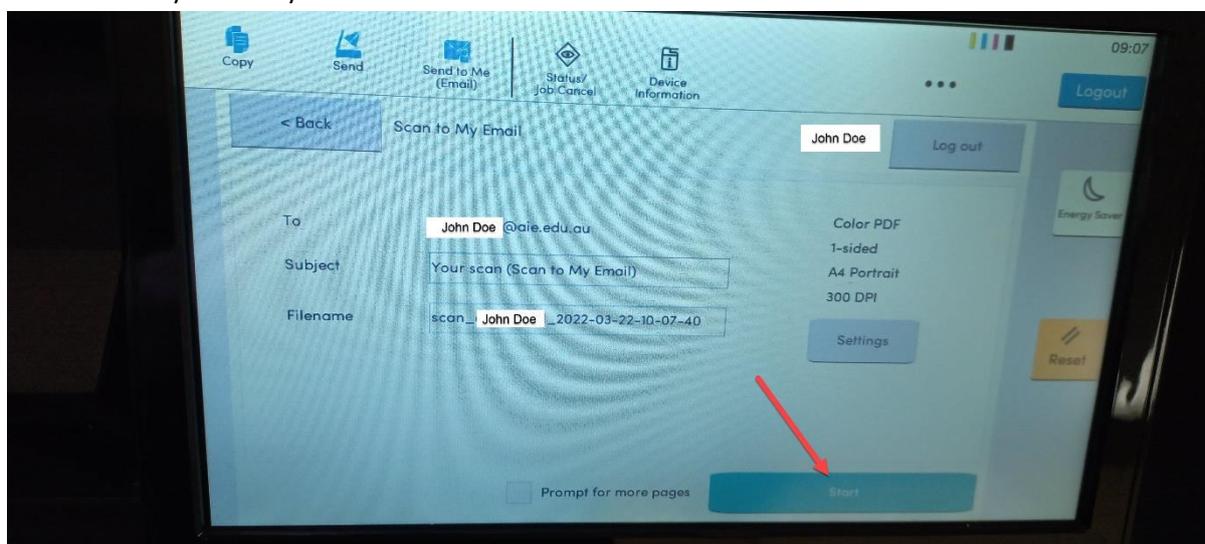
Held Print Jobs:

Accessed by going to the **Print Release** Menu from the [Home Screen](#) after [Login](#)

You are able to manage your **Print jobs** in your **Queue**, this includes, printing multiple or a specific document, deleting, and Checking details of specific jobs:

      i.   **Selection** - Manage your Job Queue by **Selecting** one or multiple or use the "Select all" documents function that you wish to **print** or **delete** in the **queue**.

      ii.   **Print** - **Print** what you have **Selected** in your **queue**.

      iii.   **More Details** - **View/Change/Edit** the properties of the print settings for a document.

      iv.   **Delete** - **Delete** what you have **Selected** in your **queue**.