## PaperCut User Guide

## Version 2.0

## 23/09/2022

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At St Cross College, we have deployed '**PaperCut'** print management software; that helps us provide a more efficient and greener printing solution for both staff and students.

Students who want to print or scan documents at the college, from their own device(s) (BYOD) will need to self-register an account with the service; before they will be able to log in and use the system.

Please remember, during the initial registration process, you must use your **@stx.ox.ac.uk** email address and your username should match the same format as your **SSO account** (scro1234 etc.), although they are completely different accounts and should use different passwords.

#### \*\*Important Note\*\*

Before you can use your 'PaperCut' account, which allows you to use **'PaperCut's' Web Print** (which allows you to print from any BYOD device), you will first need to be **connected to the central university VPN connection**. You will not be able to login to your PaperCut account or print/scan without completing this step.

Please use the central university IT services URL below, for further information about VPN connectivity:

#### https://help.it.ox.ac.uk/vpn

Once students have successfully registered for the service, and you have confirmed your St Cross email address (@stx.ox.ac.uk) is valid and active, by responding to the 'PaperCut' activation email; you will be able to log in to 'PaperCut' and upload your documents to the virtual print queue (this is essentially a document queue stored in the cloud, which allows you to release the print job to any of the St Cross Sharp printers).

### Registering for 'PaperCut' and initial setup:

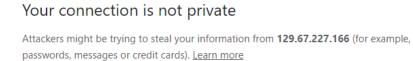
This section of the document, will guide you step by step; through the simple process of setting up your new 'PaperCut' account.

Please use the following URL to setup you initial registration and login:

https://scro-prt01.stx.ox.ac.uk:9192/app

If you receive the below message, please click 'Advanced'. If 'Advanced' is not available use different web browser then Chrome





NET::ERR\_CERT\_AUTHORITY\_INVALID

Q To get Chrome's highest level of security, <u>turn on enhanced protection</u>



Back to safety

Then click the following link to proceed to our PaperCut server

Proceed to 129.67.227.166 (unsafe)

	aperCut <sup>-</sup> 21.1
Username	
Password	
	Login
<	Register as a New User
	English 🗸

Click the 'Register as a New User' link

Complete the 'Register New User Account' form:

PaperCut <sup>®</sup> MF			
🔗 Register User	Register New User	Account	
🔗 Log In			
	Full Name:	Joe Bloggs	۵
	Email Address:	joe.bloggs@stx.ox.ac.uk	
		student-	
	Username:	scro1234	
		Your full username will be: student-scro1234	
	Password:		٩
	Verify Password:	••••••	P
			Register

\*\*Please ensure that you register your account with a username that matches your SSO account and your St Cross College email address (@stx.ox.ac.uk)\*\*

You will then see the successful registration confirmation screen:

PaperCut <sup>®</sup>	
P Register User	Register New User Account
e Log In	Thank you for registering. Your details are: Full Name: Username: student Password: [hidden] Identity Number: ID PIN: ****
	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

Click **Log In** and fill in your username and password.

<b>P</b> №	aperCut <sup>®</sup> 2	1.1
Username	student-scro1234	
Password	•••••	
	Log in	
	Register as a New User	
۲	English 🗸 🗸	

You will then arrive at your personalised PaperCut dashboard:

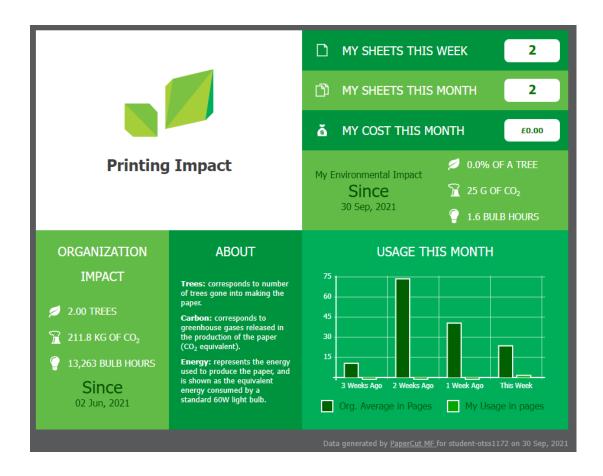
PaperCut <sup>®</sup>						
✓ Summary	Summary					
§ Rates						
🗘 Redeem Card	BALANCE	٢	PRINT JOBS	ē	PAGES	
Transfers	£0.00		0		0	
Transaction History	Activity			Environm	ental Impact	
Recent Print Jobs		Balance history for students				
Jobs Pending Release	£0.00 £0.00	,			1% of a tree	
Change Details	20.00			55 0	g of CO2	
B Web Print	£0.00 ·			<i>4</i> 0.	0 hours running a 60W light	bulb
	£0.00					
	-£0.00				de -	_
	-£0.00 -				Ĩ	
	-£0.00					
	-£0.00		14:00 16:00 18:00 20:00 22:00 00:0	0		and the second sec
		Day				Since Sep 30, 2021
					Environmental	Dashboard

This dashboard will give you a summary overview of all of your 'PaperCut' activities, including the **number of print jobs** you have submitted, **the number of pages you have printed**; **recent print jobs etc.** and very importantly to St Cross College; the **environmental impact** of your printing activities.

St Cross College *do not charge students for the use of printing facilities*, but we do ask that you be environmentally mindful and ask yourself if you really need to print your document. We strongly advise to only print documents when absolutely necessary, and we always encourage you to print in black and white and double-sided whenever possible; to limit the environmental impact. Example of an Environmental Impact dashboard:

Environmental Impact
💋 0.0% of a tree
\$ \$ 25 g of CO2
1.6 hours running a 60W light bulb
Since Sep 30, 2021
Environmental Dashboard

If you click the link at the bottom of the Environmental Dashboard, you can also see the overall Printing Impact for the entirety of the St Cross College:



#### Submitting a Web Print job:

Now we have created a 'PaperCut' account and covered a brief overview of your dashboard, lets now focus on how you can upload your documents into the **virtual print queue** and release them for printing at various printers around the campus.

From within your 'PaperCut' dashboard, click '**Web Print'** in the bottom left-hand corner of the PaperCut dashboard:



Click '**Submit a Job**' button, which will allow you to browse your documents and upload the required document(s) into the cloud virtual print queue.

Web Print					
Web Print is a service to enable printing	for laptop, wireless and unau	thenticated users without the need to inst	all print drivers. To upload a	document for printin	g, click Submit a Job below.
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
		No active jobs			

## Click the 'Upload Documents' button:

Web Print		1. Printer 2. Options 3. Upload
Options	Copies 1	
« 1. Printer Selection		3. Upload Documents »

## Click the 'Upload from computer' button or use the 'Drag files here' option:

Web Print	2. Options 3. Upload
Upload Select documents to upload and print	Drag files here Upload from computer The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff
« 2. Print Options	Upload & Complete >

Once you have successfully selected the document(s) to upload to the virtual print queue, you will see the document(s) in your private dashboard:

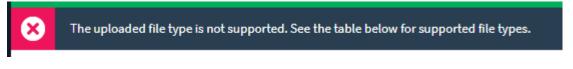
Drag files here	Drag files here Upload from computer		PaperCut Test P			
	Upload from computer	Upload from computer				

#### Click the 'Upload from computer' button

You should then see your document successfully uploaded and with the status 'Held in a queue'

Web Print					
Web Print is a service to enable pri	nting for laptop, wireless and unaut	henticated users without the need to install print drivers. To	o upload a document for pi	rinting, clicl	k Submit a Job below.
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Sep 30, 2021 10:27:24 AM	scro-prt01\Follow_Me_Print		+ 1	£0.00	Held in a queue

If you are trying to upload a document file type that is not supported, you will see the following error:



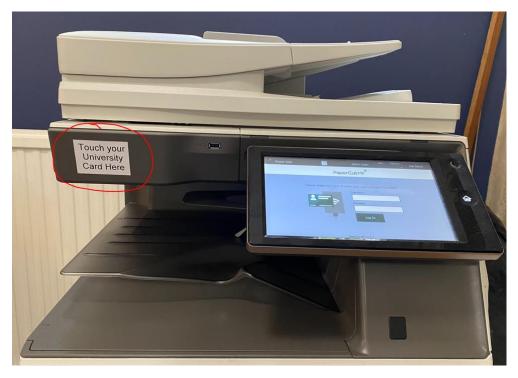
Please raise a ticket with the St Cross IT team if you have any issues uploading document to the virtual print queue, by email <u>itsupport@stx.ox.ac.uk</u>

Please physically go and visit your nearest or most convenient printer listed here, with your **Oxford University card**.

You will see the default 'PaperCut' login screen on the printers display panel:

Sharp OSA		Admin Login		Job Status	
	Pa	perCutMF			
PL	ease swipe your card o	r enter your username a	nd password		
		Username			
_		Password			
		Log In			

You can either enter your 'PaperCut' username and password manually using the on-screen keyboard, but the recommended best practice (and most convenient method), is to use your **Oxford University Card** to tap the printer card reader (circled red below) to release your print jobs:



Before you can use your **Oxford University Card** to release print jobs, you will need to complete a **one-time card setup** to associate it with your 'PaperCut' account.

Start by gently tapping your Oxford University Card on the printer's card reader panel. When you first attempt to use your Oxford University Card to authenticate to the 'PaperCut' printer, it will not

recognise your card as being associated with your PaperCut account and you will receive the following message:

Sharp OSA		Admin Login		Job Status
	Pap	perCutMF <sup>p</sup>		< Back
	To associate you enter your us Username Password Set	ot known to the system. ur card with your accoun sername and password.	t,	
	Pap	erCut MF 21.1.1	and the second second	

You will need to manually enter your 'PaperCut' username and password (just once) for this setup to complete, to initially **associate your Oxford University Card with your 'PaperCut' account**. Once that is successfully complete, you will only ever need to present your card to the printer's card reader, to use any of the PaperCut features.

Once you have successfully logged in to 'PaperCut' with your **Oxford University Card**, on the printer; you will see the following home screen, which will show you all of the print jobs that you have pending for release in your **virtual print queue** and the **Scan** option (which is covered later in this user guide):

Sharp OSA	Admin Login		Job Status
	PaperCutMF	Leslie Isaac	Log Out
1 print jobs pending, total pages: 1			Print All
		-	
Print release	Device functions	Sca	n
. ,	PaperCut MF 21.1.1		

You can click the '**Print All'** button to release all of your print jobs, or you can choose to release them individually, by clicking the '**Print Release**' button:

Once you have released the queued print jobs, you will see the following screen, informing you that there are no print jobs awaiting release:

Sharp OSA		Admin Login	Job Status
	Pap	erCutMF	Log Out
There are no	print jobs awaiting relea	3SE.	
There are no Home		ase. Refresh	

Scanning.

At the printer display panel, you will need to choose the Scan option and then you will have two chooses:

Scan to My Email

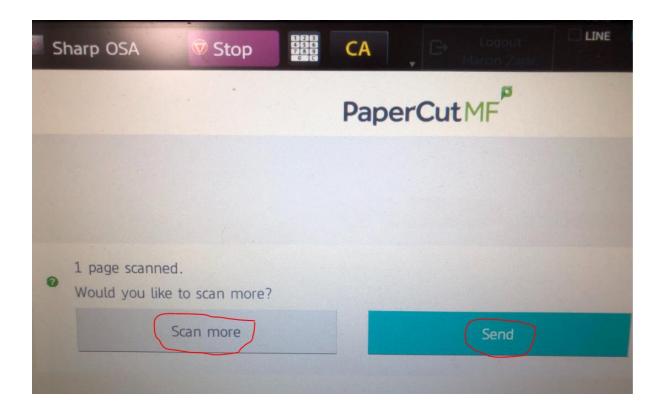
Scan to OneDrive

Sharp OSA		СА	G→ Logou Marcin 2			Job
< Home		Paper	CutMF			Log
Scan to My Email	)		So	an to OneDrive	J	

Scan to email allows scanning the documents to the email used during the registration. You will be able to modify the subject, file name and scan settings see below. Once you are ready, press the Start button.

Sharp OSA	CA Logout Marcin Zajac	LINE PRINTER Job Sta
< Back	PaperCutMF	Log Ou
To Subject Filename	marcin.zajac@stx.ox.ac.uk Your scan (Scan to My Email) scan_orms0582_2021-10-01-10-18-41	» Color PDF » 1-sided » A4 Portrait » 300 DPI Settings
		Start

In the next step, you can scan more pages or send documents if you finish scanning.



Scan to OneDrive allow sending scanned documents to the Microsoft OneDrive. Here you will be able to modify the filename and scan settings.

Sharp OSA		СА	, C→	Logout Marcin Zajac		PRINTER	Job Sta
< Back		Pape	rCut	MF			Log Ou
Path Filename	ins for Pap		-10-19-3	37	D	» Color PDF » 1-sided » A4 Portra » 300 DPI Settings	
						Start	7

Once you finish your scanning you will receive an email asking you for the one off OneDrive authorization and if you are happy with the privacy policy, you will need to click on the green button "Login to OneDrive for Business".

## Hi User test

Your scan is ready to send to OneDrive for Business.

You need to do a one off authorization of the **Scans for PaperCut MF** application to send files to your OneDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted.

We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our privacy policy.



Happy scanning!

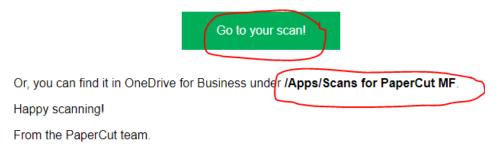
From the PaperCut team.

As soon as you authorize OneDrive you will receive another email informing you about the document that has been saved. You will be able to access it by click on the green button "Go to your scan!" and also file path location will be provided.

# Hi User test

Your scan guide test is now waiting for you in OneDrive for Business.

If you want to go straight to it, just click the button below.



### Please remember to log out once you finish printing or scanning.