PaperCut User Guide

If you have previously used print software prior to the Fall 2012 semester, it is highly recommended to remove the old software (Print Limit Pro).

• Windows users, double click on your Computer and go to your C: drive. Look for one of the following folders:

Program Files Program Files (x86)

- Look for the 'Print Limit Pro' folder and delete it. Also, delete the 'JMLS Print Client' icon on your desktop
- Mac Users, simply go to your Mac Hard drive, and delete the Print Limit Pro from the 'Applications' folder

I. PaperCut Client Installation

*In order for the print client to successfully install, it is **necessary** that you are connected to the JMLS Wireless Network.

A. Windows Operating Systems client (Vista or 7)

- 1. Download the Windows version of the software. Once downloaded, open the zip file containing the software (Papercut-Win.zip)
- 2. Extract the contents of the zip file by clicking 'Extract All Files' in your window. Double-click on **client-local-install.exe**

Organize 🔻 🛛 Extract all files			
🔆 Favorites 🛛 Extract all fi	les	Name	Туре
🧮 Desktop		🍌 Gadgets	File f
鷆 Downloads		퉬 lib	File f
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		client-local-install.exe	Appli
詞 Libraries		config.properties	PROF
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🏭 Windows7_OS (C:)		pc-client-local-cache.exe	Appli
🔒 gam		Version.txt	Text

- 3. Accept all defaults for the installation, and click next through all prompts to install the software.
- 4. At the end of the installation, after clicking finish, the software will open and prompt you for your user ID and password. Please enter your NetID (account you use to access wireless) username/password
- 5. Once you have logged in, you should see your account balance, and you have successfully installed the software



Now that the software is installed, you now have to map to the network printers

1. Go to your Start Menu and select Devices and Printers



- 2. At the top of your window, click **Add Printer**.
- 3. Next select **Add a network, wireless or Bluetooth printer**.



4. Next, click **The printer that I want isn't listed**

5. Next, select **Select a shared printer by name.** In the field, enter the following:

> \\delta\Lab_04 for the 4th floor printer \\delta\Lab_05 for the 5th floor printer \\delta\LawReview for members of the Law Review/Journal

Please add one printer at a time, but once your desired printer is entered, click **Next**

-	· Partner of South & Bernings Press, &	10	×
🧿 🖶 Add Prir	ter		
Find a pr	nter by name or TCP/IP address		
🔵 Browse f	or a printer		
Select a s	hared printer by name		
\\de	lta\Lab_04		Browse
Exam http:/	ple: \\computername\printername or //computername/printers/printername/.printer		
🕤 💿 Add a pr	nter using a TCP/IP address or hostname		
F			
		Next	Cancel

 You will be prompted to enter a username and password; once again enter your NetID (wireless) username and password. Make sure that in the username field, enter JOHNMARSHALL\username (substitute your own username after the \). Click OK.

Connect to delta	? <mark>×</mark>
	G
Connecting to delta	
User name:	🔮 johnmarshall\username 🔻
Password:	••••••
	Remember my password
	OK Cancel

- 7. Next you should receive a prompt indicating that drivers are about to be installed on your computer. Select **Install Driver**.
- 8. Once the drivers install, click **Finish**. You have successfully installed the printer(s) and are ready to print to the JMLS network printers.

B. Mac OS X

(i) Print Client Installation

1. Select and download the Mac version of PaperCut software from the IT pages

2. Once the download finishes, go to the location where the zip file was downloaded and double-click the zip file to extract its contents.

3. Once extracted double-click on the **client-local-install** installation script.



4. Click **Yes** to install the print client.



5. Once the installation is complete, enter your John Marshall account username and password when prompted.

00	Login
Login Your login	JMLS Print Mgt.
Please log in u Username:	using your network username and password to confirm your identity.
Password:	
	Cancel OK

(ii) Connect to printers

- 1. Click on the Apple menu in the upper left hand portion of the screen and select **System Preferences**.
- 2. Click on **Print & Fax**.
- 3. Click the (+) to add a printer
- 4. *Tiger:* Hold down the control or option key on the keyboard while clicking **More Printers** and select **Advanced** from the top drop-down list.

Leopard: Hold down the control key on the keyboard while clicking the toolbar and select **Customize Toolbar**. Drag the **Advanced** icon to the toolbar. Click the newly added **Advanced** button.



5. Select a **Windows** device type, or **Windows Printing via Samba** on Tiger.



6. For the URL, type in **smb:// delta/printername** where you substitute **printername**: **Lab_04** (4th Floor Printer) or **Lab_05** (5th Floor Printer)

Make sure that in the **Name** field you specify whether the printer is the 4^{th} or 5^{th} Floor printer.

) \varTheta	Add Printer	
ult Fax	IP Windows Advanced	Search
Type:	Windows printer via spoolss	÷
Device:	Another Device	÷
URL:	smb://delta/Lab_05	
Name: Location:	delta/Lab_05	
Name: Location: Print Using •	delta/Lab_05	
Name: Location: Print Using v	delta/Lab_05 Choose a Driver or Printer Model Auto Select Generic PostScript Printer Generic PCL Printer	
Name: Location: Print Using	delta/Lab_05 Choose a Driver or Printer Model Auto Select Generic PostScript Printer Generic PCL Printer Select Printer Software	

7. Click the Print Using: drop down menu and select Select a driver to use

8. In the available field, type the following depending on the printer you are adding:

LaserJet 8150	4 th Floor Printer
LaserJet P4010	5 th Floor Printer

Select the print driver and click **Add**

Print Using:	Select a driver to use	•
	Q LaserJet 8150	0
	HP LaserJet 8150 – Gutenprint v5.1.3	
	HP LaserJet 8150 Series	
		Add

9. Make the following selections:

LaserJet 8150: select Tray 4 and Duplex Unit, then click Continue.

Make sure your printer' full advantage of them. hardware, check the do	s options are accurately For information on you cumentation that came	shown here so you can tak ur printer and its optional with it.
☑ Tray 4		
🗆 Tray 5		
🗹 Duplex Unit		
Printer Disk: None	•	
Envelope Feeder		
Accessory Output Bins:	Not Installed	\$
Multi-Bin Mailbox Mode	: Stacker-Separator-	Collator 🛟
Total Printer Memory: (24 - 31 MB	
Fit to Page: Prompt U	ser 🛟	.1.3

LaserJet P4010 or P4014: select HP LaserJet P4014 from the Printer Model drop down menu, then click Continue.

	Installable Options		
	delta		
Make su full adva	re your printer's optio ntage of them. For in	ns are accurately sho formation on your p	own here so you can t rinter and its optional
hardwar	e, check the documen	tation that came with	n it.
Printer N	Indel: HP Laserlet P	4014	
Collation	in Printer: No: Tota	al RAM < 288 MB an	d No Hard Disk
Tray 3:	Not Installed	\$	
Tray 4:	Not Installed	•	
Tray 5:	Not Installed	•	
Tray 6:	Not Installed	•	
🗆 Duple	x Unit		
□ Printe	r Hard Disk		

II. Using PaperCut

1. Prior to printing, please make sure the PaperCut client is running. If the client is running, you should see the dollar indicator in the upper right hand part of your screen



- 2. Open the document that you want to print, and select the desired printer from the **Printer:** drop down menu. Proceed to print.
- If you are prompted for a username and password in either Mac or Windows, in the username or Name field, enter JOHNMARSHALL\username, substituting the your own NetID/username in place of username

	Enter your name and password to print to the printer "4th Floor Lab".
	Connect as: 🔘 Guest
	• Registered User
	Name: johnmarshall\username
	Password: ••••••
	Remember this password in my keychain
₩,	Cancel OK

4. Once the print job is sent, you should get the following notification. Click the **Print** button to release the job. Shortly after the job has been released to the printer, the amount will be deducted from your account, and the dollar amount will decrease in your Print Limit Pro program window.

🕒 Print Job N	lotification		
Co	Job Notification		JMLS Print Mgt.
Print job details			
Document name	Mozilla Firefox Start Page		
Printer	delta\JMLS 4th Floor Lab		
Cost	\$0.03	Pages 1	
Apply to all d	ocuments in queue (Jobs: 1)	Print Cancel

III. Your PaperCut Account

1. Your PaperCut Account information can be accessed by clicking on the **Details...** link located in the lower right-hand corner of your **PaperCut** program window.



2. You will be directed to a secure website. If your username is not in the username field, enter your username, and your password in the password field. Click the **Login** button.

Prin	t.Limit	Pro
Username	username	
Password	*****	
Languago	English 🔽	

3. Once you have been authenticated, you will see the following screen. This screen displays your printing statistics, and is also where you add printing value to your account.

Print-Limit			Logged in as: USEMAME
Summary Use Card Transfers Transaction History Recent Print Jobs Jobs Pending Release Logout	Summary		
	User name	username	
	Balance	\$4.35	
	Total print jobs	4	
	Total pages	5	
	Activity \$4.50 \$4.43 \$4.45 \$4.45 \$4.45 \$4.45 \$4.40 \$4.43 \$4.40 \$4.30 \$4.30 \$4.30 \$4.30 \$4.30 \$4.30 \$4.40 \$4.	Balance history for username	

- 4. Click on the **Use Card** link in the left hand portion of your window.
- 5. Enter the code from the card and press the **Use Card** button to add the value of the card to your account. Once the code is entered, the value of the card is transferred to your account, and the card is no longer valid.

<u>Use Card</u>	Use Card	
Transfers	Enter the Card number and press the "Use Card" button.	
Transaction History	NOTE: All requests to use a cards are logged.	
Recent Print Jobs Jobs Pending Release Logout	Card number	
	Use Card	