

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)

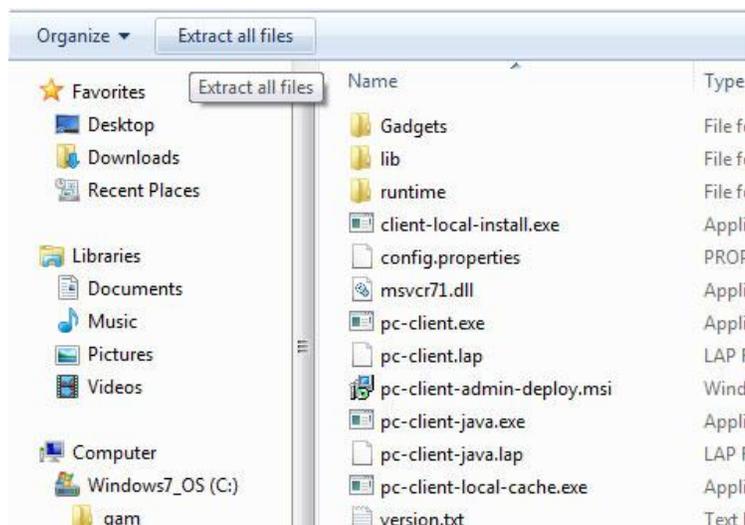
- Look for the 'Print Limit Pro' folder and delete it. Also, delete the 'JMLS Print Client' icon on your desktop
- Mac Users, simply go to your Mac Hard drive, and delete the Print Limit Pro from the 'Applications' folder

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**

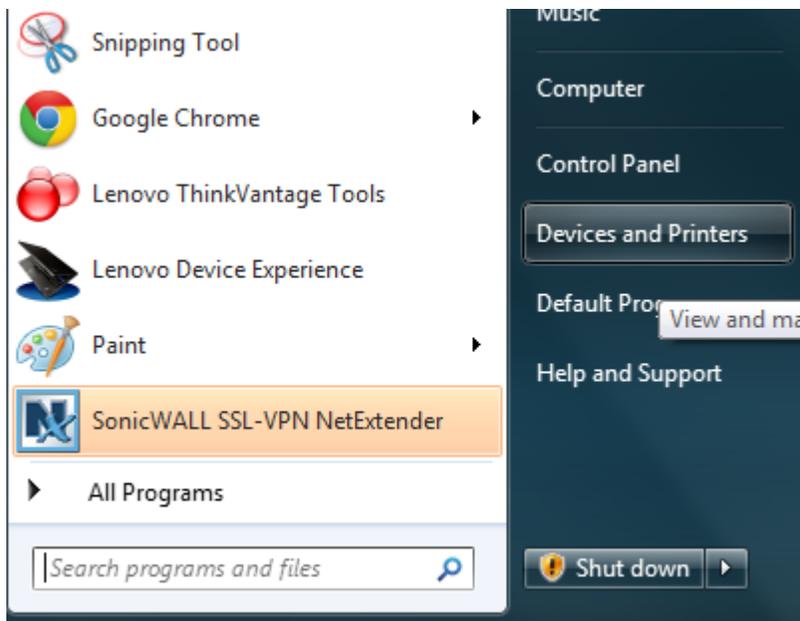


3. Accept all defaults for the installation, and click next through all prompts to install the software.
4. At the end of the installation, after clicking finish, the software will open and prompt you for your user ID and password. Please enter your NetID (account you use to access wireless) username/password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

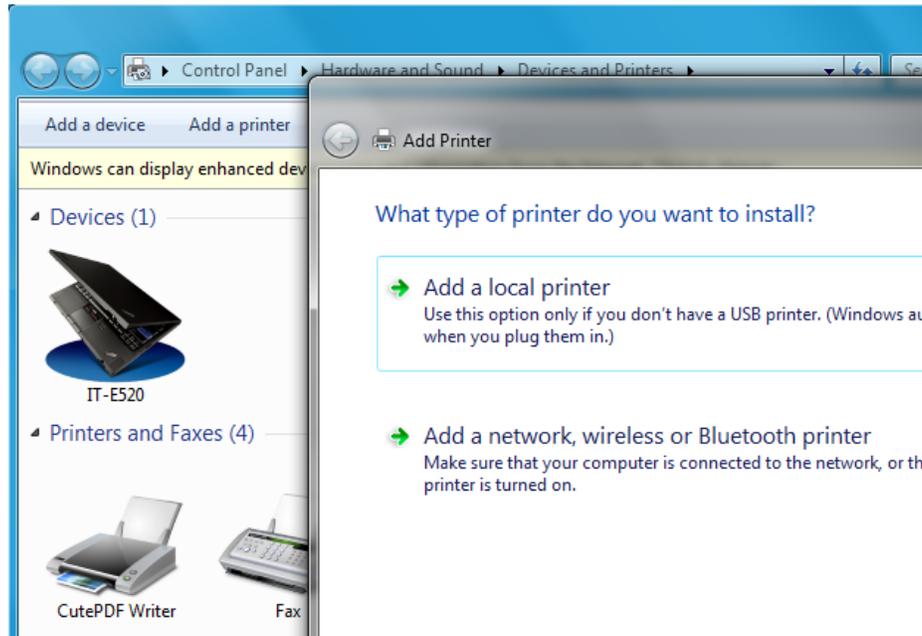


Now that the software is installed, you now have to map to the network printers

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.**

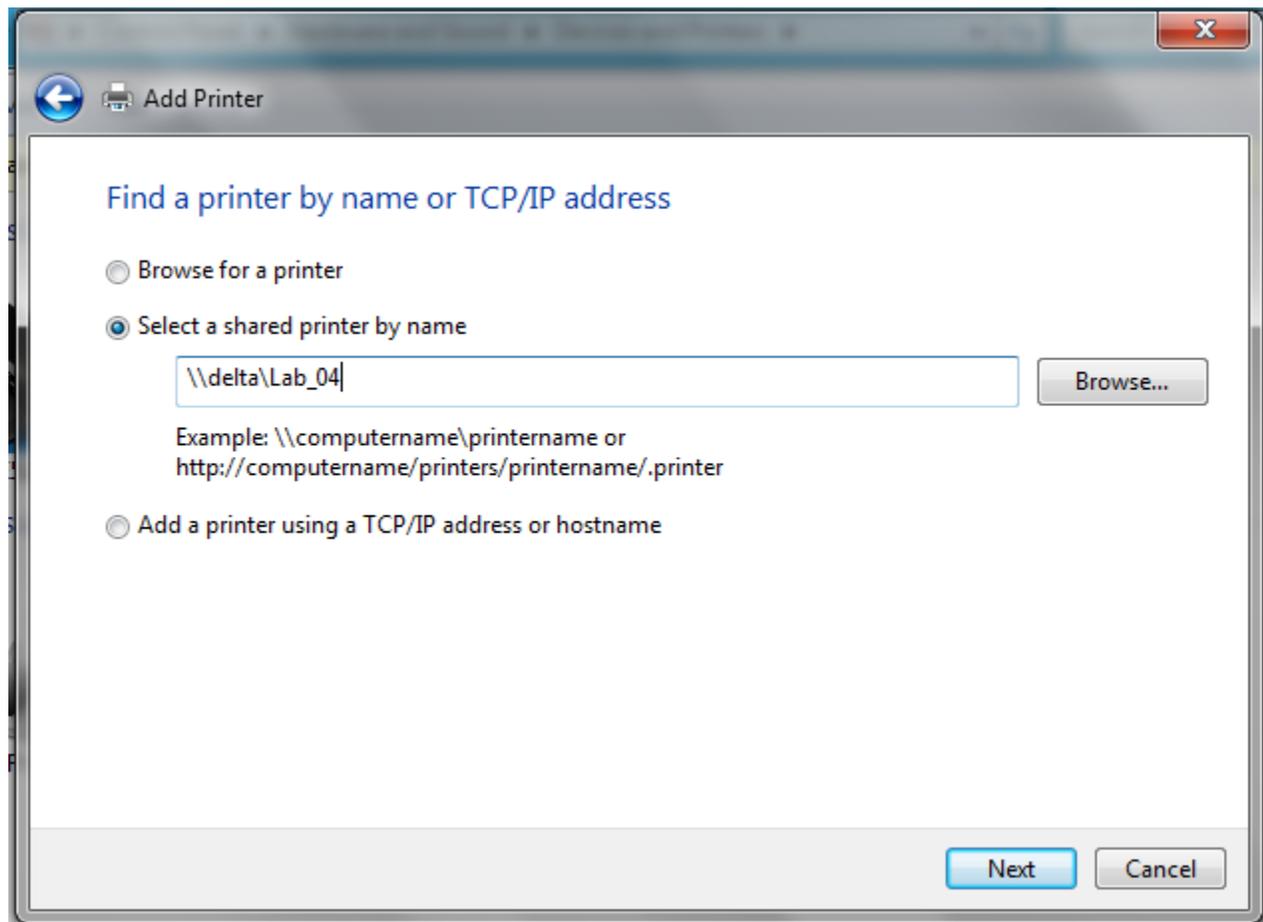
In the field, enter the following:

\\delta\Lab_04 for the 4th floor printer

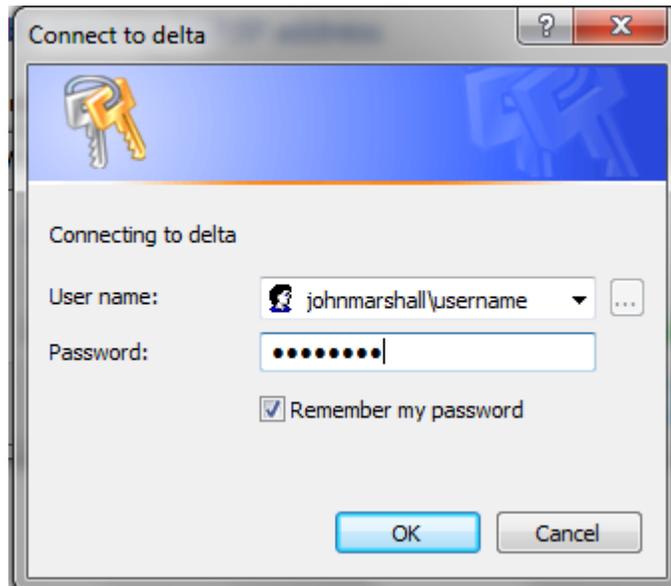
\\delta\Lab_05 for the 5th floor printer

\\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**



6. 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**.



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.

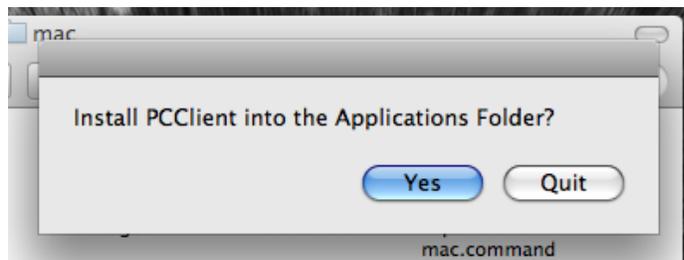
B. Mac OS X

(i) Print Client Installation

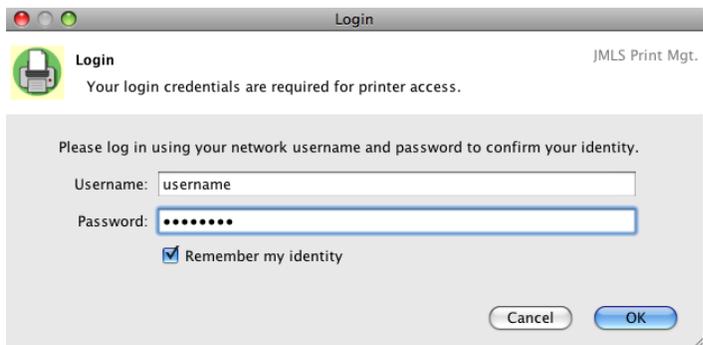
1. Select and download the Mac version of PaperCut software from the IT pages
2. Once the download finishes, go to the location where the zip file was downloaded and double-click the zip file to extract its contents.
3. Once extracted double-click on the **client-local-install** installation script.



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



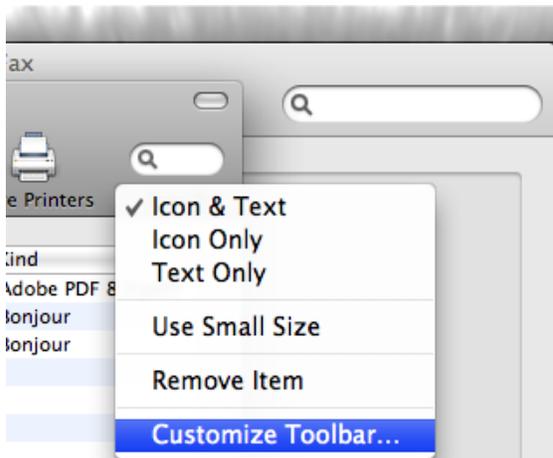
5. Once the installation is complete, enter your John Marshall account username and password when prompted.



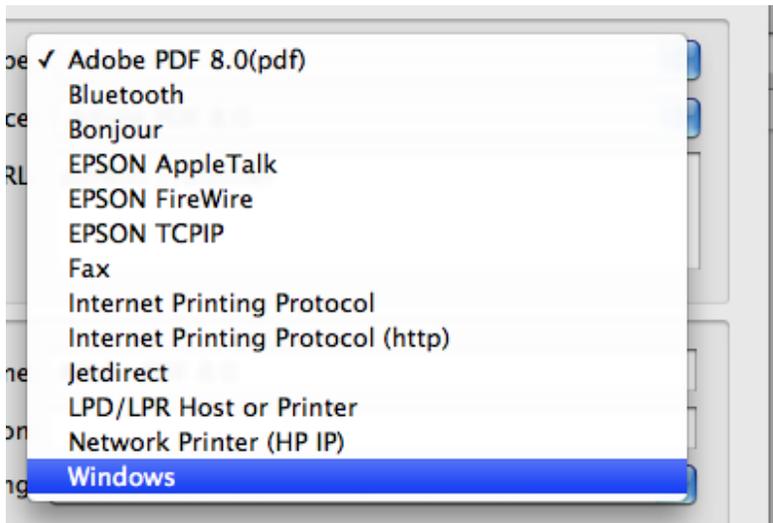
(ii) Connect to printers

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.

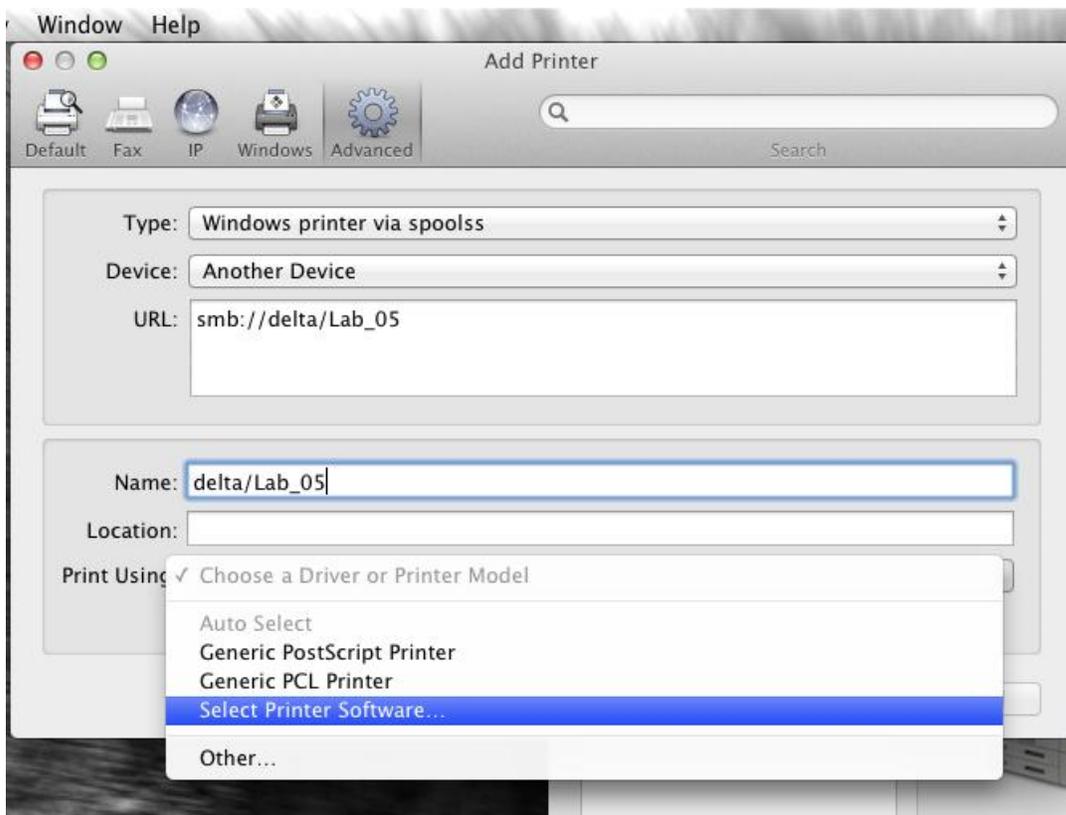


5. Select a **Windows** device type, or **Windows Printing via Samba** on Tiger.



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 4th or 5th Floor printer.



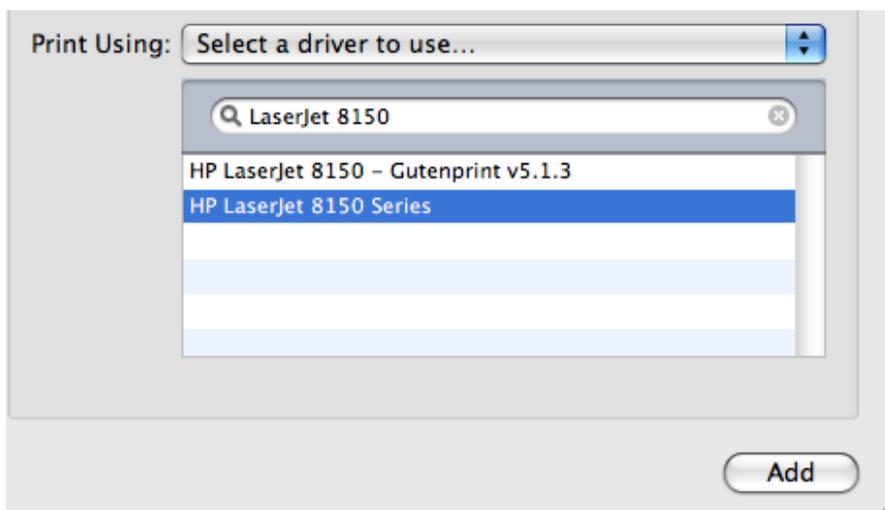
7. Click the **Print Using:** drop down menu and select **Select a driver to use**

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

LaserJet 8150 4th Floor Printer

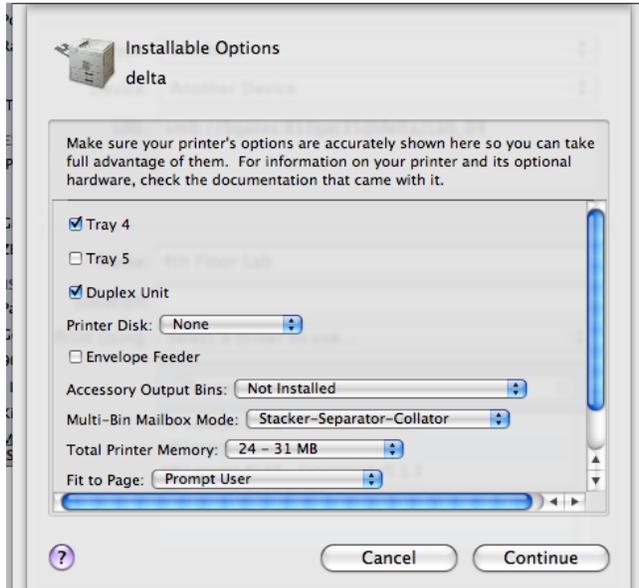
LaserJet P4010 5th Floor Printer

Select the print driver and click **Add**

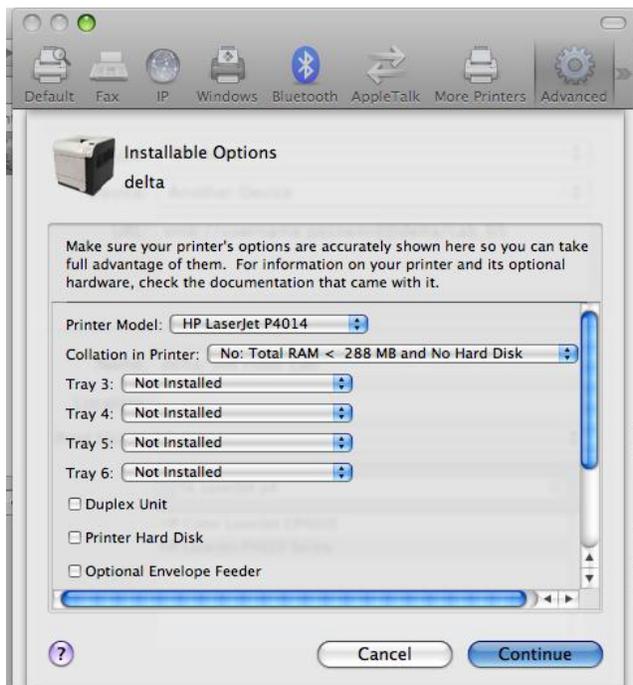


9. Make the following selections:

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



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



II. Using PaperCut

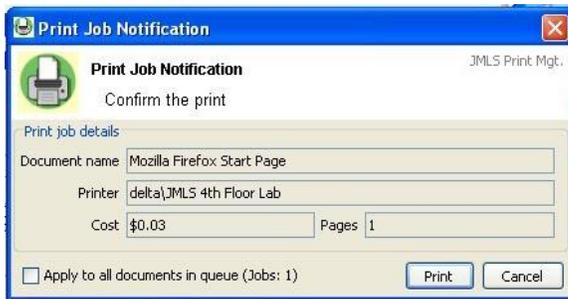
1. Prior to printing, please make sure the PaperCut client is running. If the client is running, you should see the dollar indicator in the upper right hand part of your screen



2. Open the document that you want to print, and select the desired printer from the **Printer:** drop down menu. Proceed to print.
3. 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**



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.



III. Your PaperCut Account

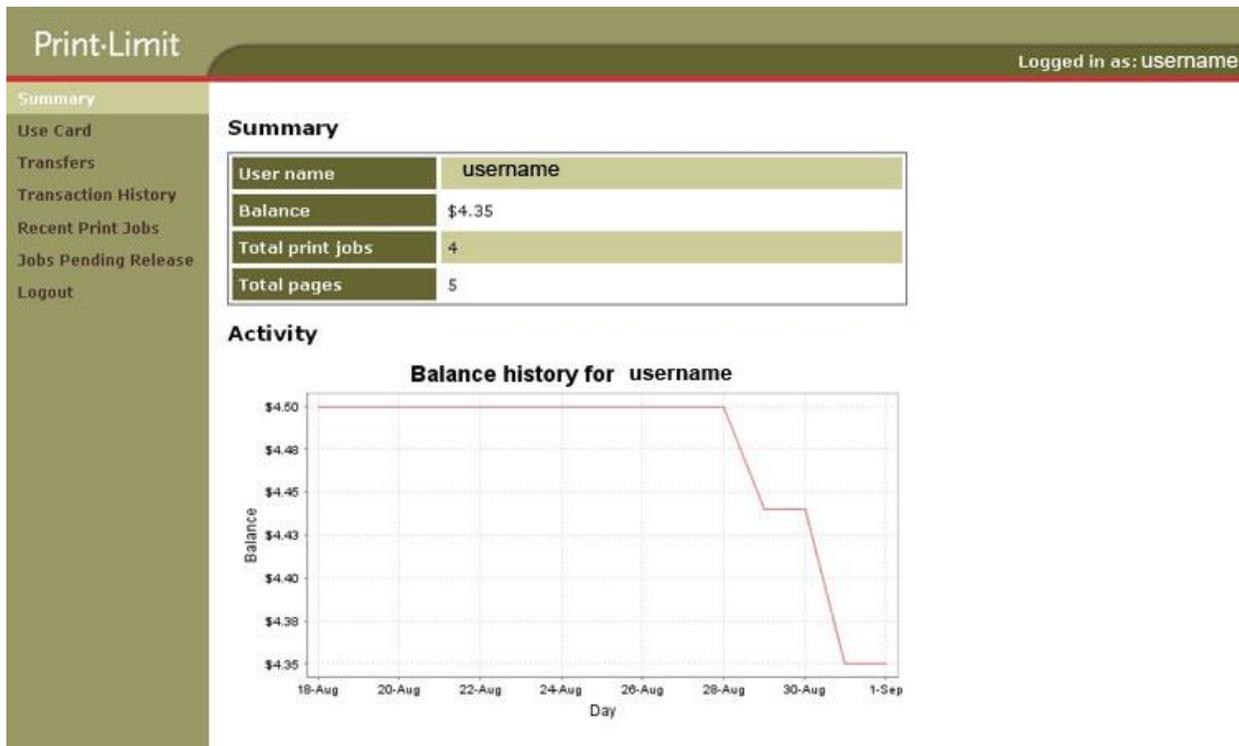
1. Your PaperCut Account information can be accessed by clicking on the **Details...** link located in the lower right-hand corner of your **PaperCut** program window.



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.

A screenshot of a login form titled "Print-Limit Pro". The form has a light gray background and contains three input fields: "Username" with the text "username", "Password" with masked characters "xoxoxoxox", and "Language" with a dropdown menu set to "English". A "Login" button is located at the bottom right of the form.

- 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.



- Click on the **Use Card** link in the left hand portion of your window.
- 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.

The screenshot shows the 'Use Card' form. On the left, the navigation menu is visible with 'Use Card' highlighted. The main content area has the title 'Use Card' and the instruction: 'Enter the Card number and press the "Use Card" button.' Below this is a note: 'NOTE: All requests to use a cards are logged.' The form consists of a text input field labeled 'Card number' and a 'Use Card' button.