PaperCut User Guide

Version 1.0

30/09/2021

Marcin Zajac (IT Support Officer)

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 personal 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 **firstname.surname@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.

Once you have successfully setup your 'PaperCut' account, printing can be achieved in 3 easy steps:

1. **Login to the university VPN on your device**
2. **Login to PaperCut and upload your document(s) to print**
3. **Tap your university card on the printer's card reader**

****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

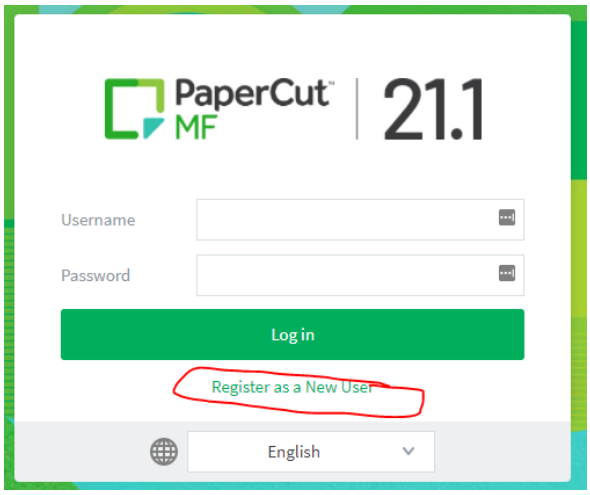
Once students have successfully registered for the service, and you have confirmed your St Cross email address **(firstname.surname@stx.ox.ac.uk**) is valid and active, by responding to the 'PaperCut' activation email; you will be able to log in to '**PaperCut'** and upload your documents to the **virtual 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.

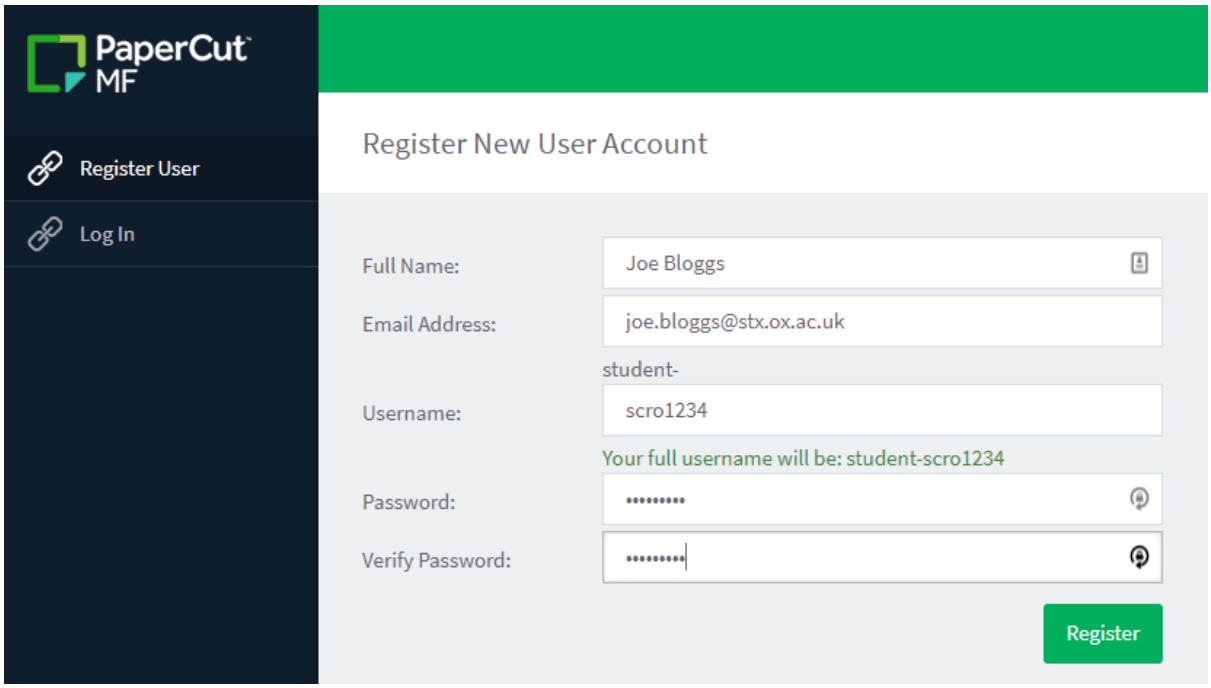
Please use the following URL to setup your initial registration and login:

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



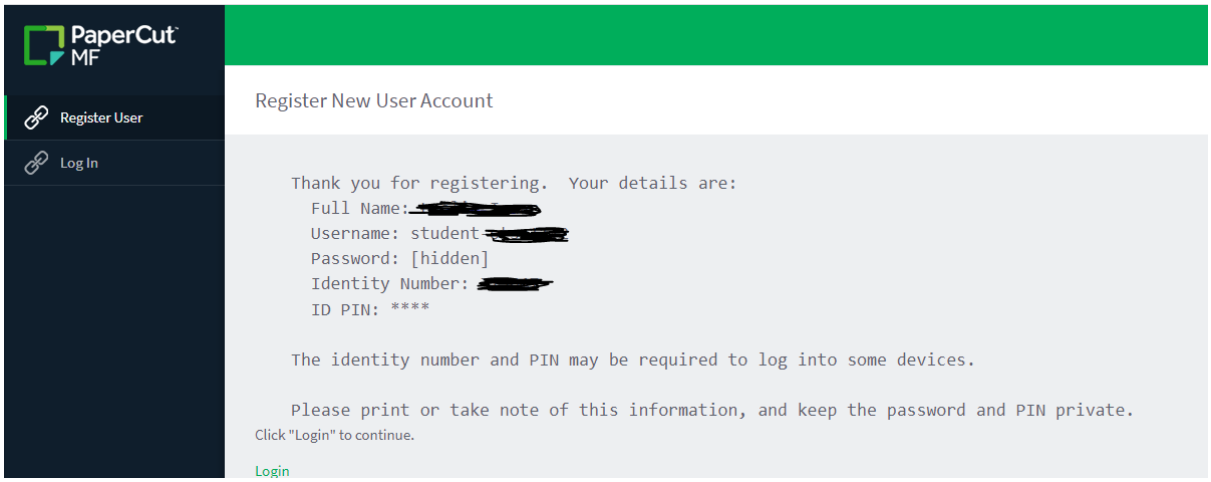
Click the '**Register as a New User'** link

Complete the '**Register New User Account'** form:

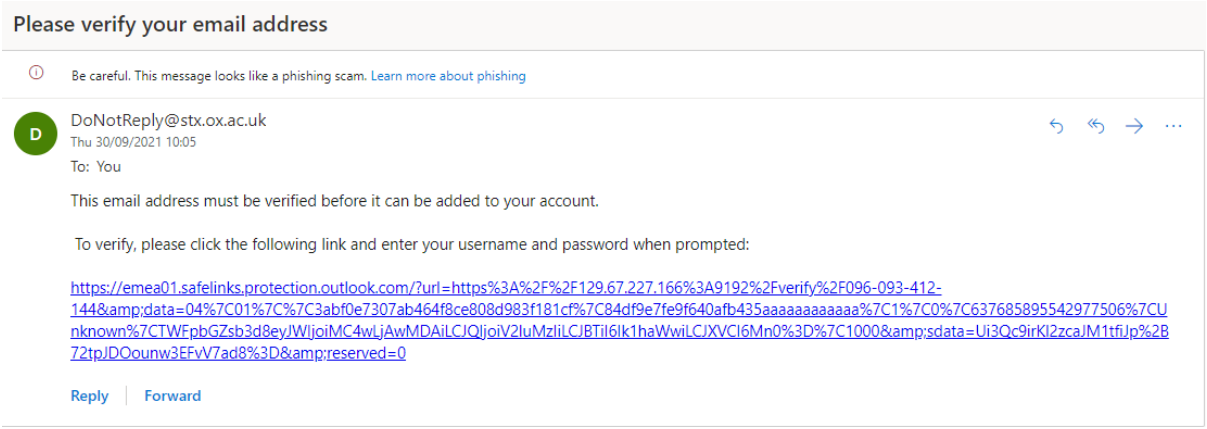


****Please ensure that you register your account with a username that matches your SSO account and your St Cross College email address (firstname.surname@stx.ox.ac.uk)****

You will then see the successful registration confirmation screen:

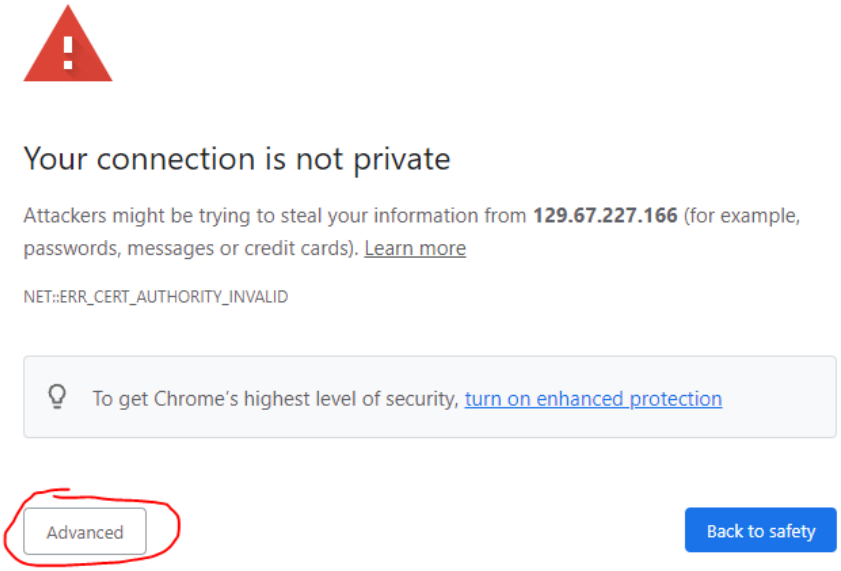


You will then need to check your St Cross email inbox for the '**Please verify your email address'** message (you may need to check your ***junk items*** folder):



Click the verification link within the email and you will be redirected to the 'PaperCut' web interface

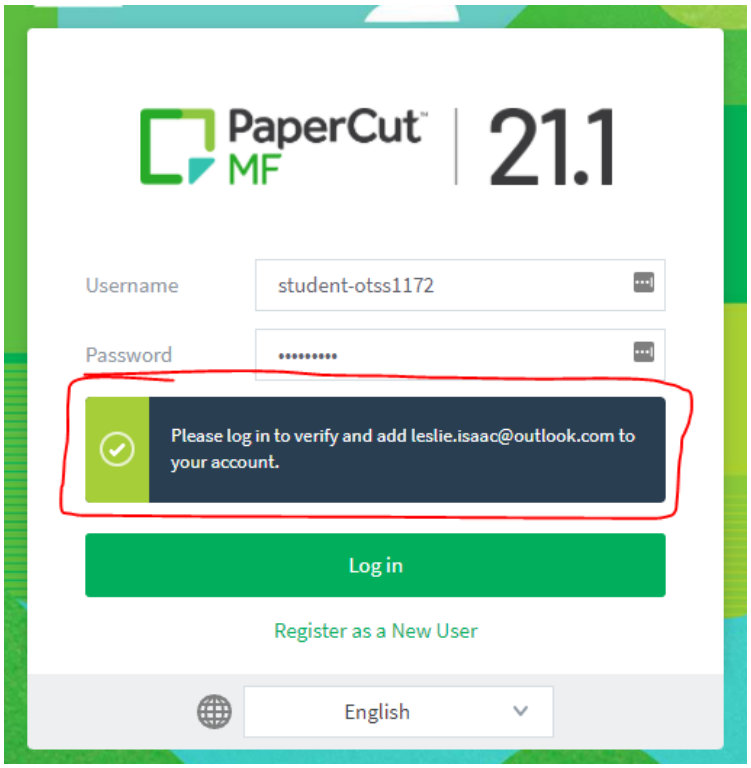
If you receive the below message, please click '**Advanced'**



Then click the following link to proceed to our PaperCut server

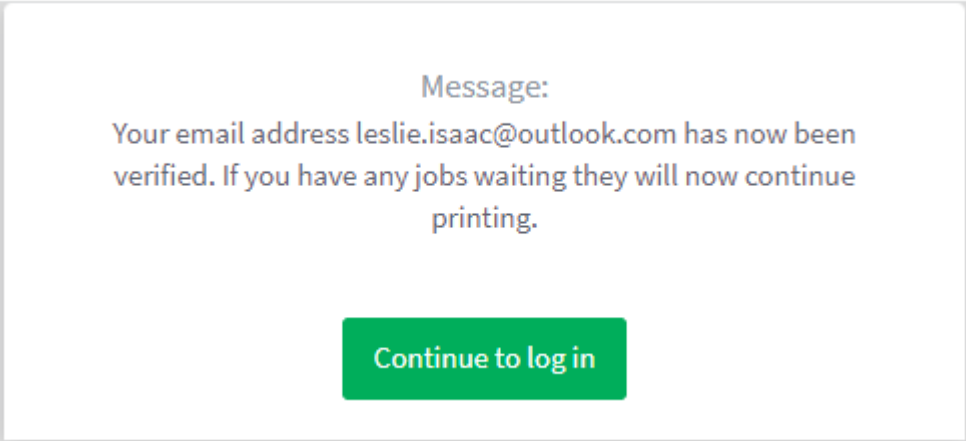
Proceed to 129.67.227.166 (unsafe)

You will be presented with the following screen to verify your account:



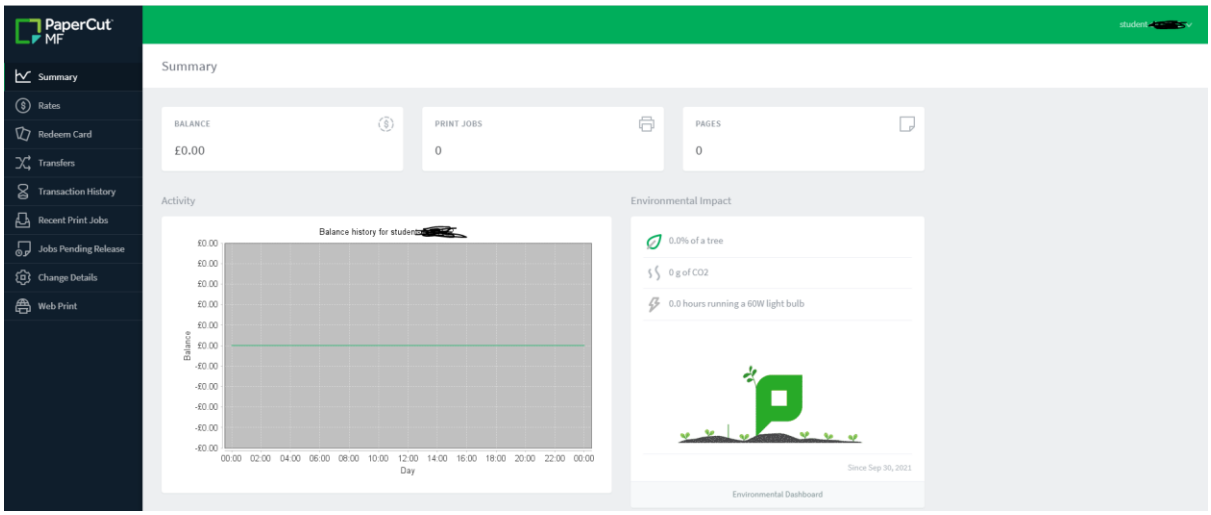
Click **Log In**

You will then see this verification message:



Click '**Continue to log in**' button

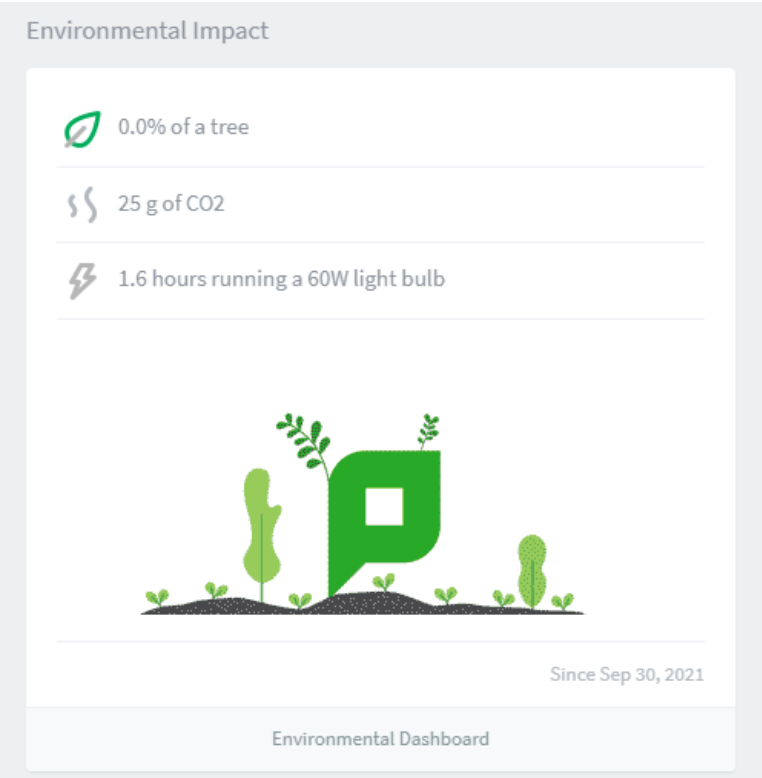
You will then arrive at your personalised PaperCut dashboard:



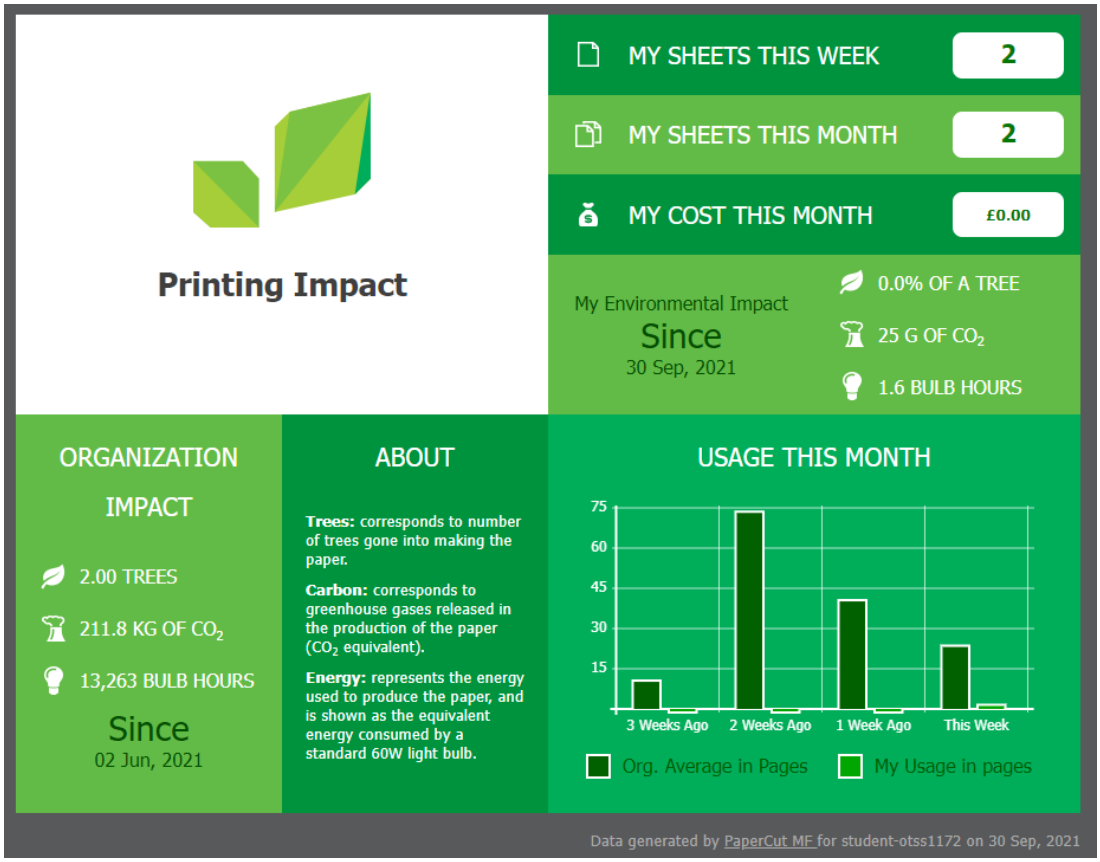
This dashboard will give you a summary overview of all of your 'PaperCut' activities, including the **number of print jobs** you have submitted, **the number of pages you have printed**; **recent print jobs etc.** and very importantly to St Cross College; the **environmental impact** of your printing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



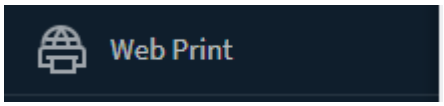
If you click the link at the bottom of the Environmental Dashboard, you can also see the overall Printing Impact for the entirety of the St Cross College:



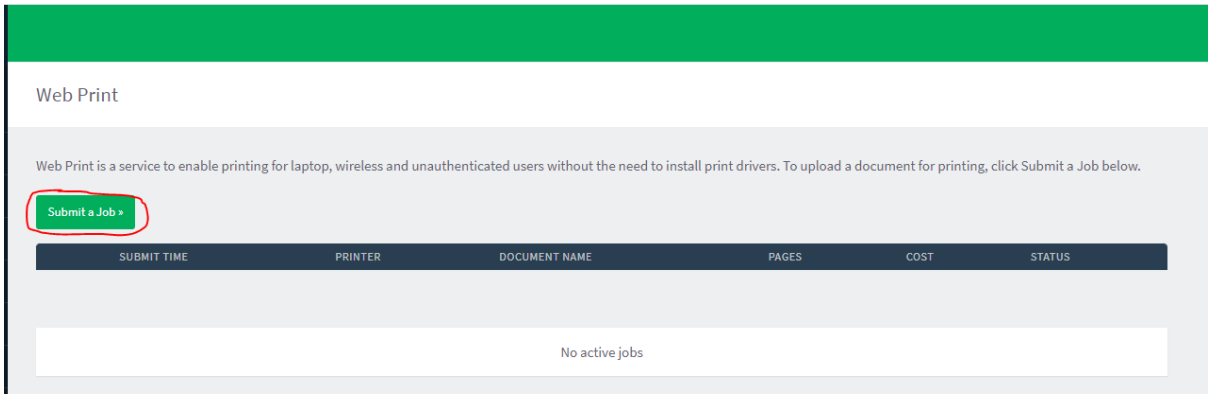
Submitting a Web Print job:

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.

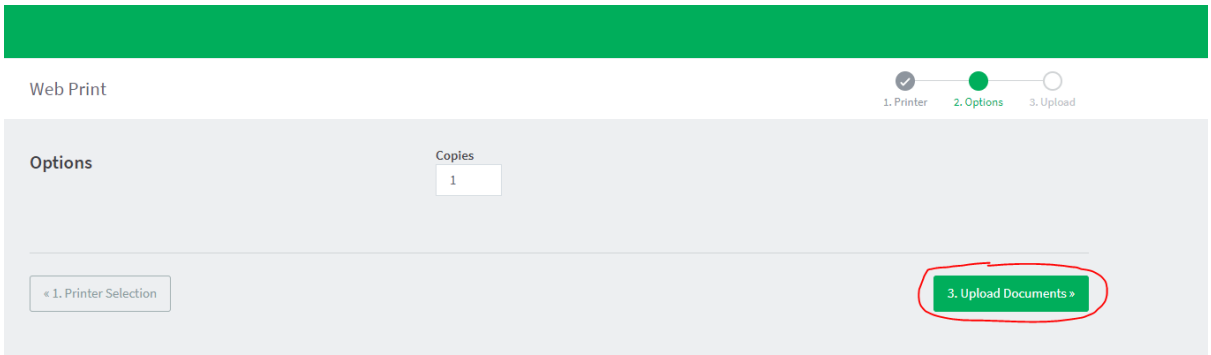
From within your 'PaperCut' dashboard, click '**Web Print'** in the bottom left-hand corner of the PaperCut dashboard:



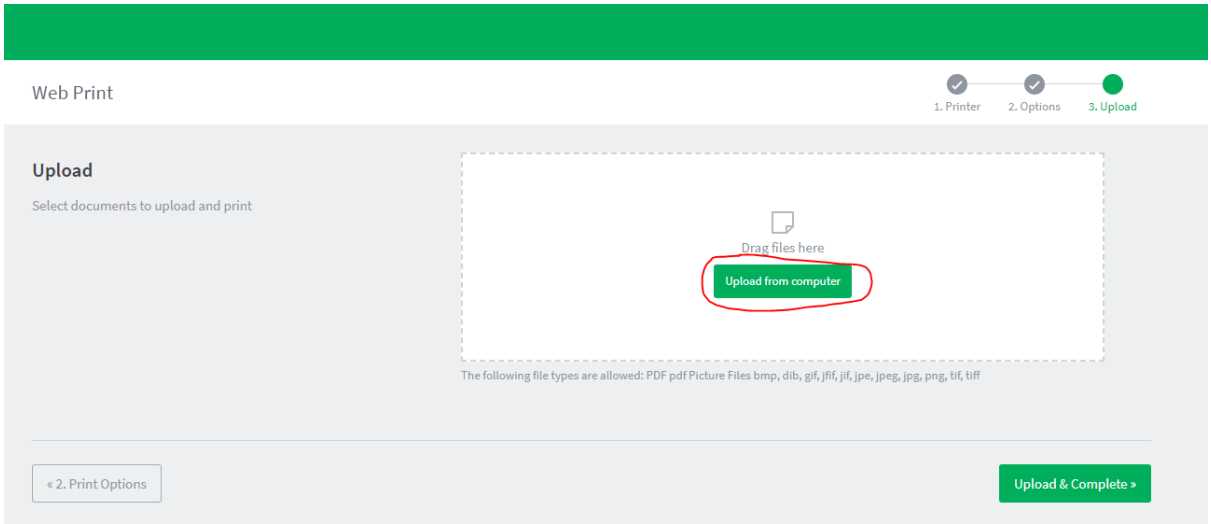
Click '**Submit a Job**' button, which will allow you to browse your documents and upload the required document(s) into the cloud virtual print queue.



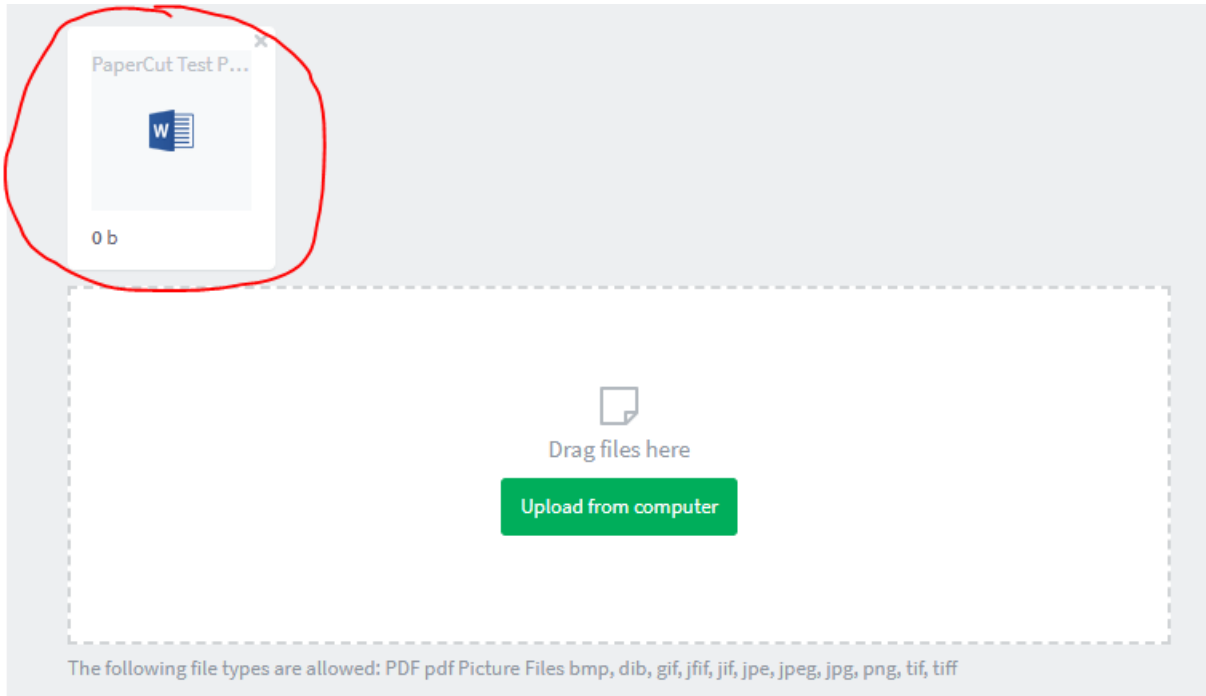
Click the '**Upload Documents'** button:



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

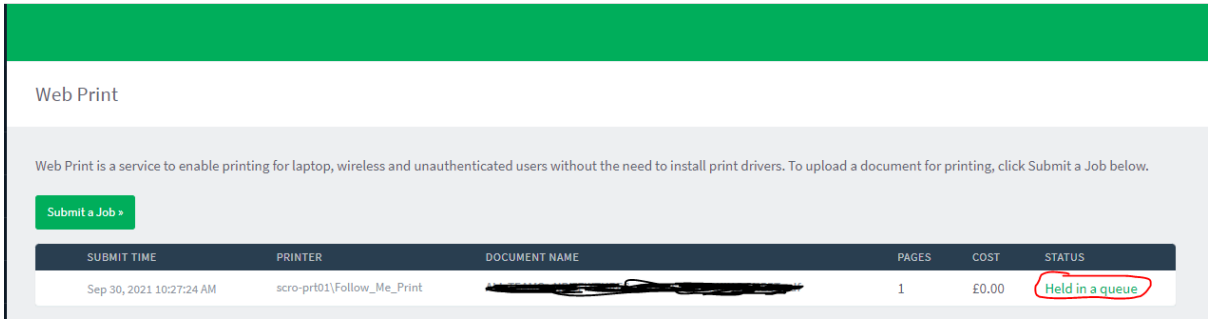


Once you have successfully selected the document(s) to upload to the virtual print queue, you will see the document(s) in your private dashboard:

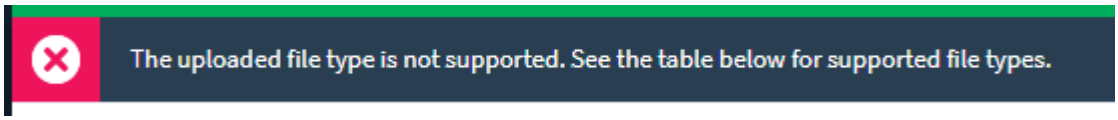


Click the '**Upload from computer'** button

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



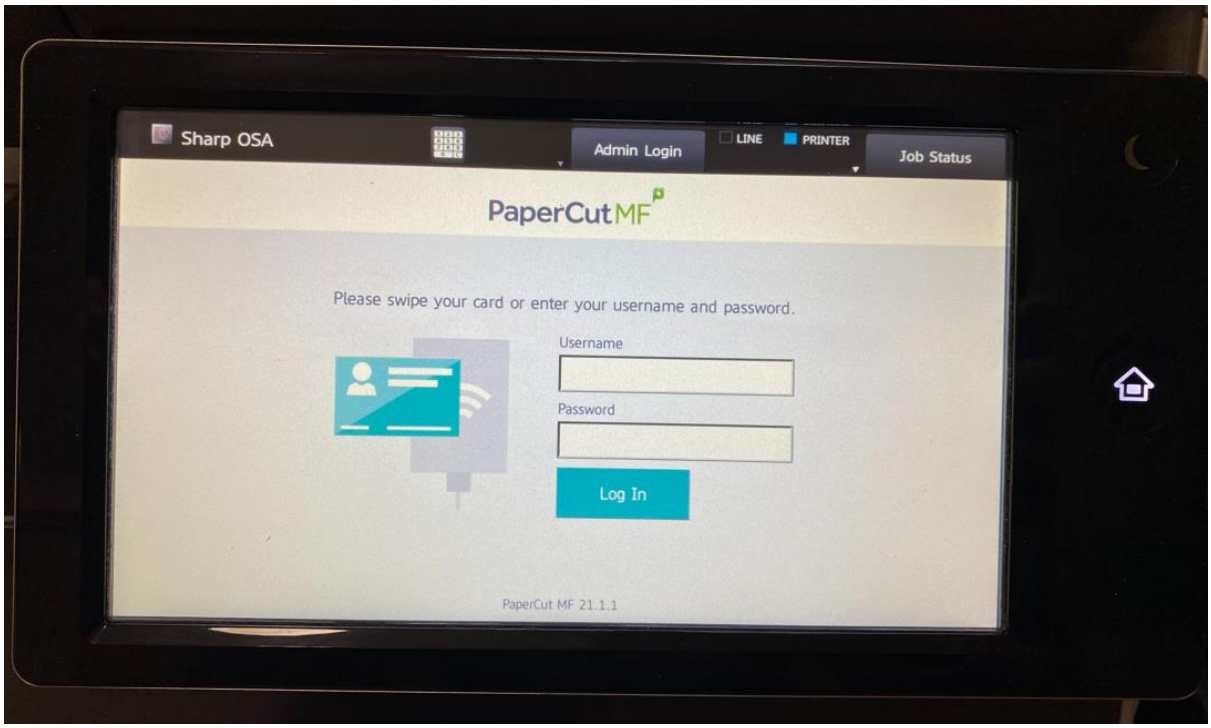
If you are trying to upload a document file type that is not supported, you will see the following error:



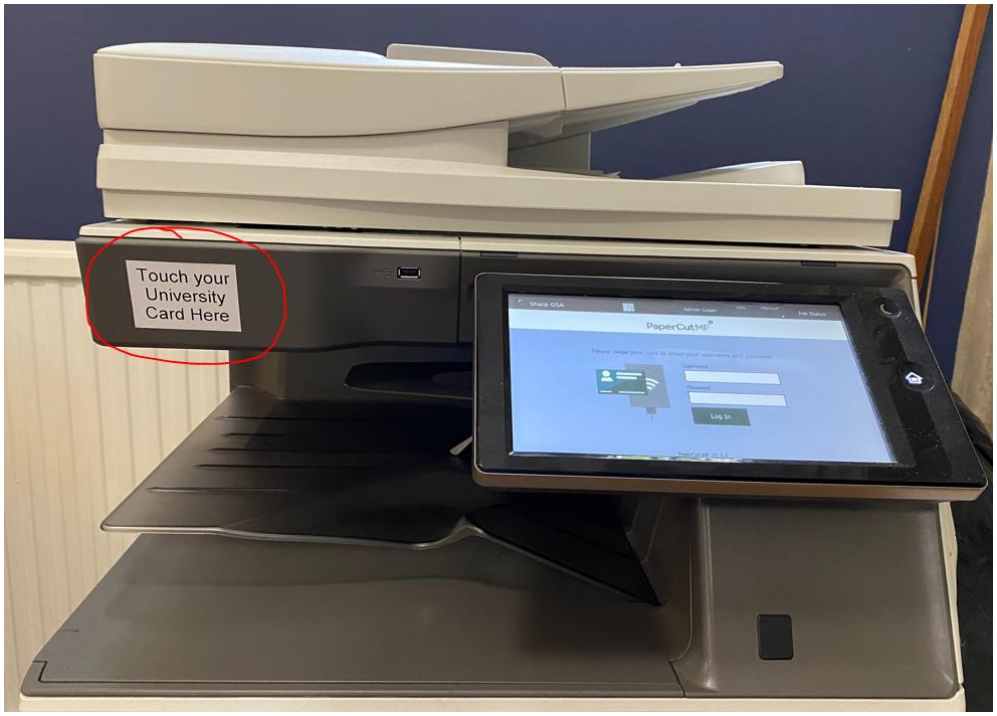
Please raise a ticket with the St Cross IT team if you have any issues uploading document to the virtual print queue, by email itsupport@stx.ox.ac.uk

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:

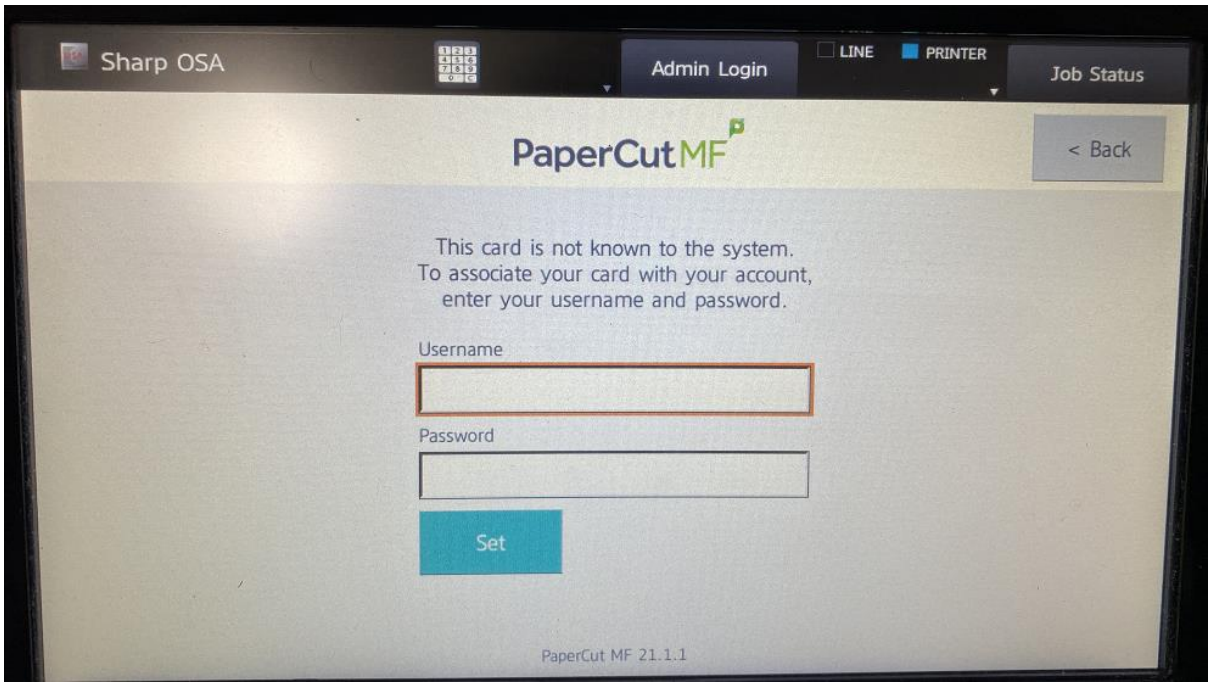


You can either enter your 'PaperCut' username and password manually using the on-screen keyboard, but the recommended best practice (and most convenient method), is to use your **Oxford University Card** to tap the printer card reader (circled red below) to release your print jobs:



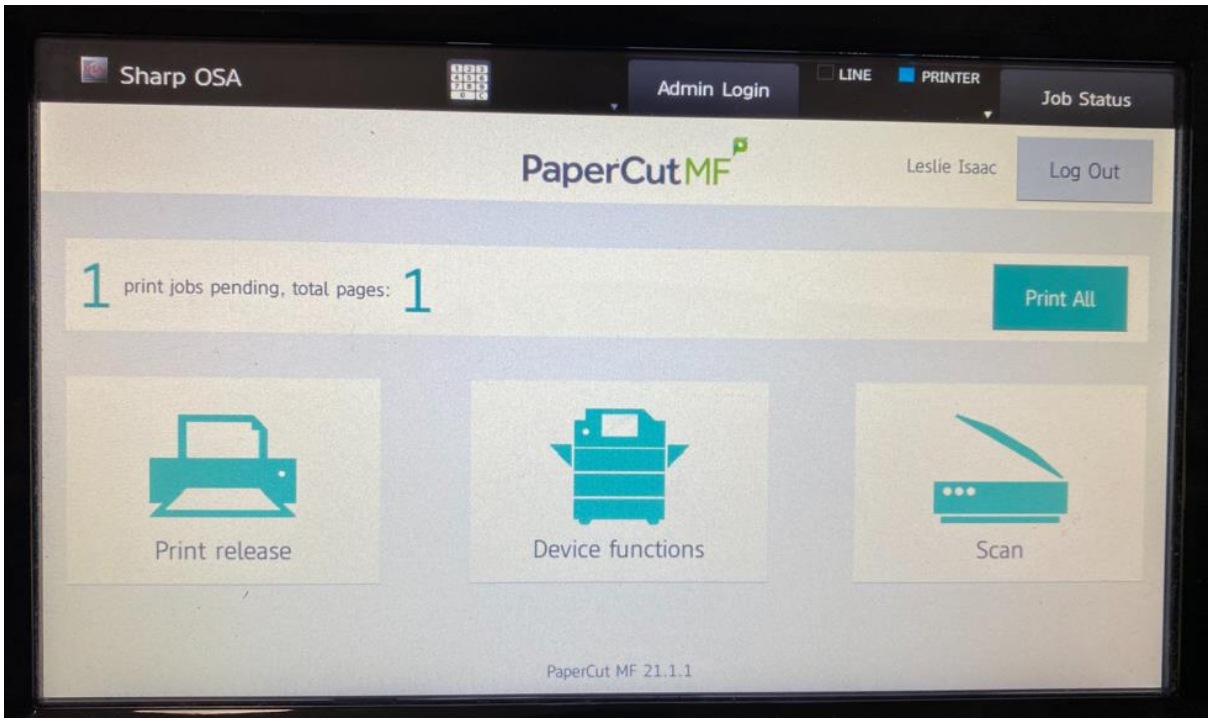
Before you can use your **Oxford University Card** to release print jobs, you will need to complete a **one-time card setup** to associate it with your 'PaperCut' account.

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:



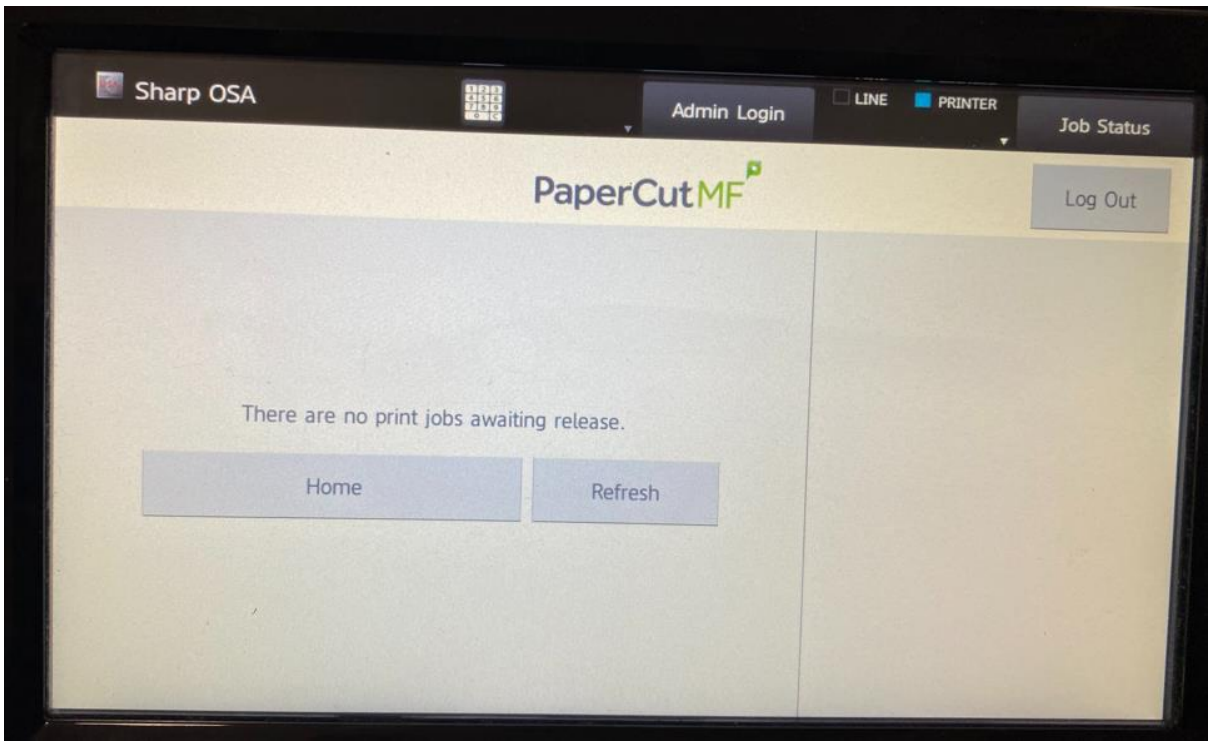
You will need to manually enter your 'PaperCut' username and password (just once) for this setup to complete, to initially **associate your Oxford University Card with your 'PaperCut' account**. Once that is successfully complete, you will only ever need to present your card to the printer's card reader,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



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:

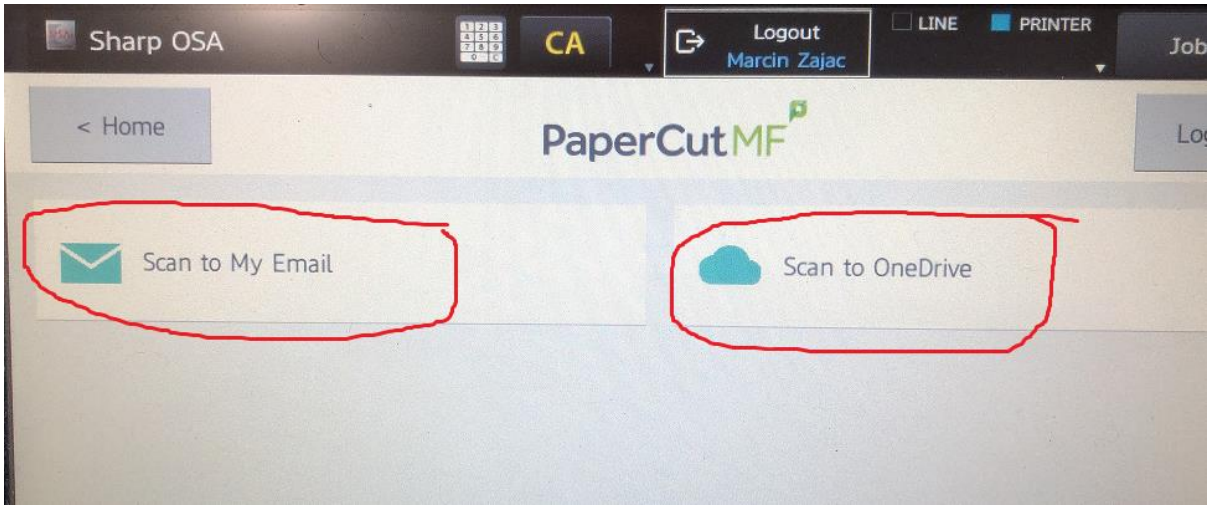


PaperCut Scanning:

The 'PaperCut' solution allows you to scan documents to **Email** or to your Microsoft **OneDrive**.

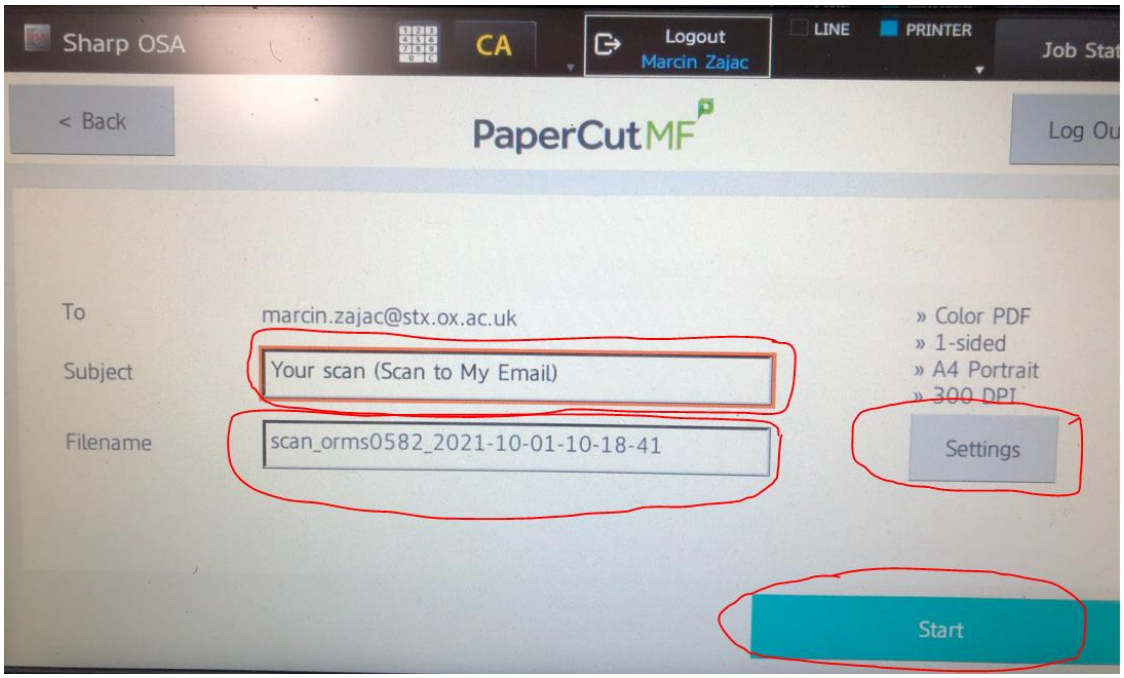
At the printer display panel, you will need to choose the **Scan** option and then you will have two chooses:

- **Scan to My Email**
- **Scan to OneDrive**

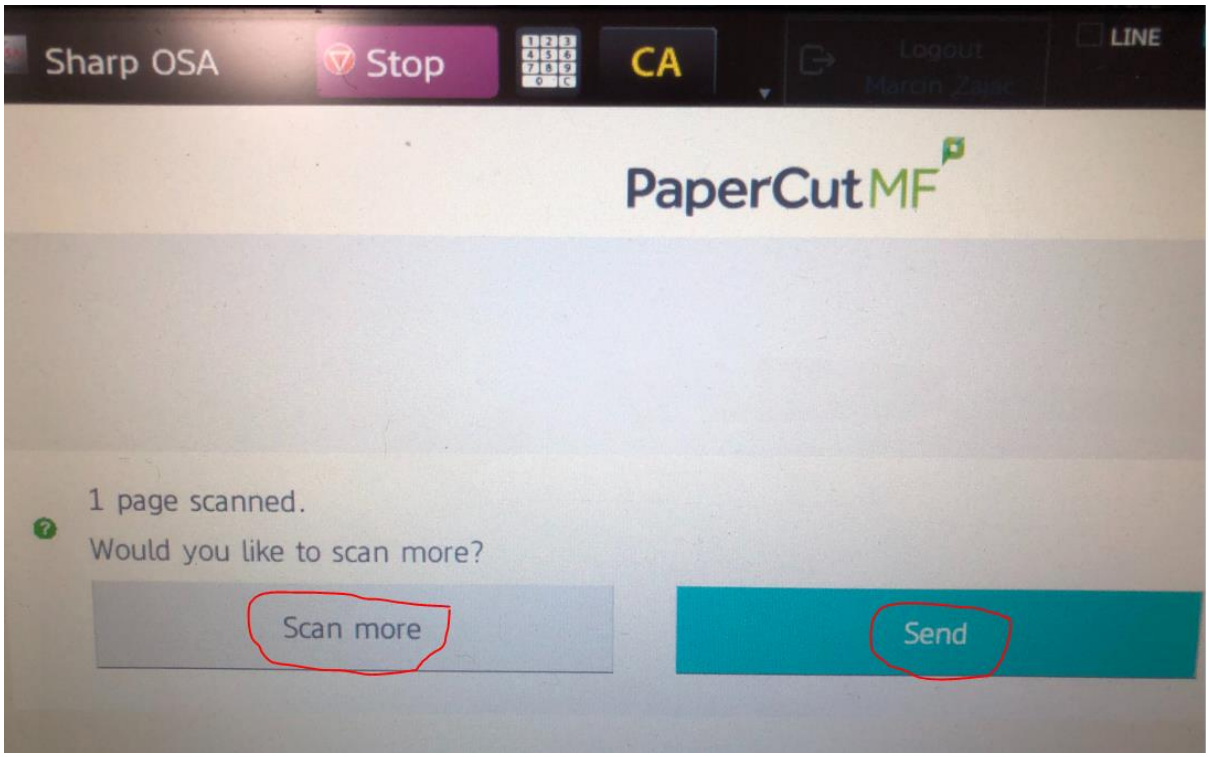


Scan to My Email, allows the scanning of documents to the email address used during the 'PaperCut' registration (you should have used your **@stx.ox.ac.uk** email address). You will be able to modify the **Subject**; **Filename** and scan **settings** (see below screenshot):

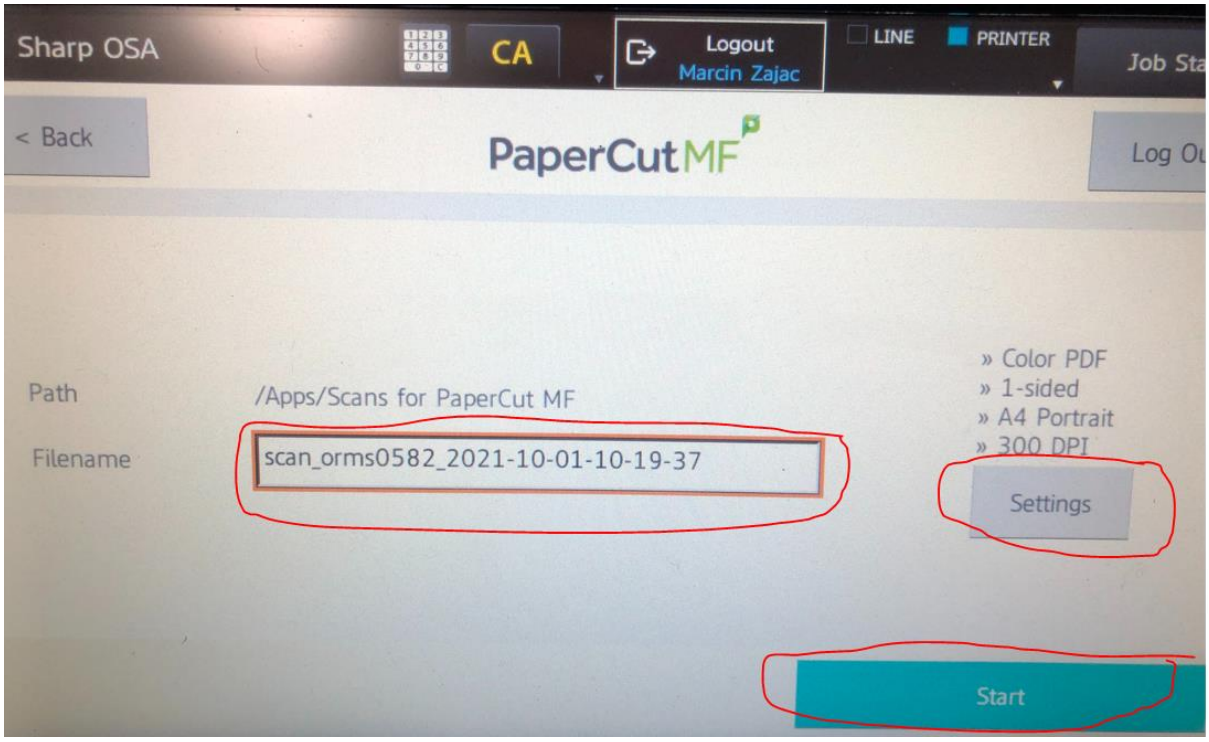
Once you are ready, press the **Start** button.



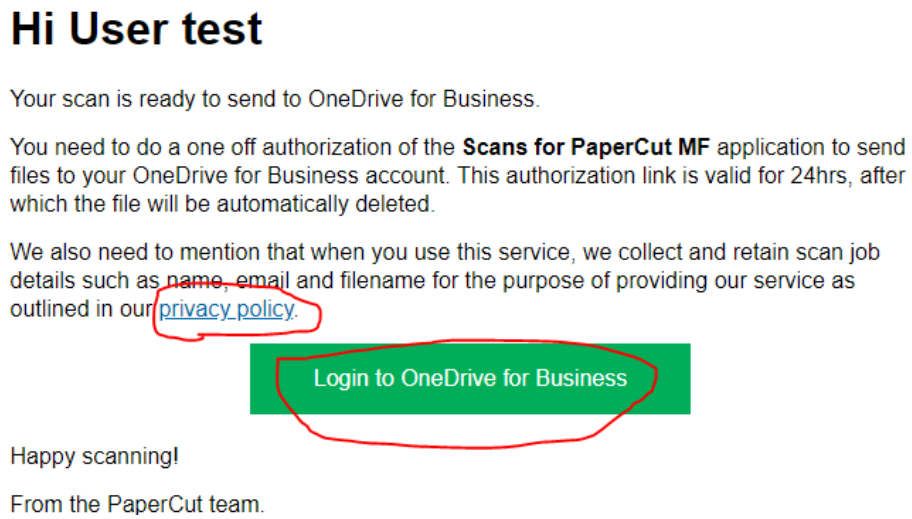
In the next step, you can scan more pages or send documents if you finish scanning.



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



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.

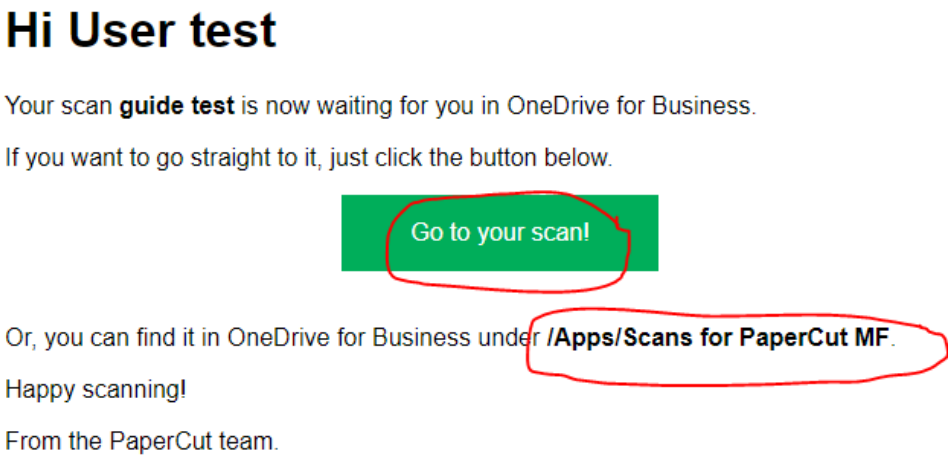
We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our privacy policy.

Login to OneDrive for Business

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.

Go to your scan!

Or, you can find it in OneDrive for Business under **/Apps/Scans for PaperCut MF**.

Happy scanning!

From the PaperCut team.

Please remember to log out once you finish printing or scanning

Once you have logged in at one of the St Cross 'PaperCut' printers, you will be automatically logged out after **60x seconds** of no activity. We would **strongly encourage you remember to logout manually after each print/scan session** in order to protect the integrity of your accounts.