

# PaperCut Hive Setup Guide for Windows

v1.0

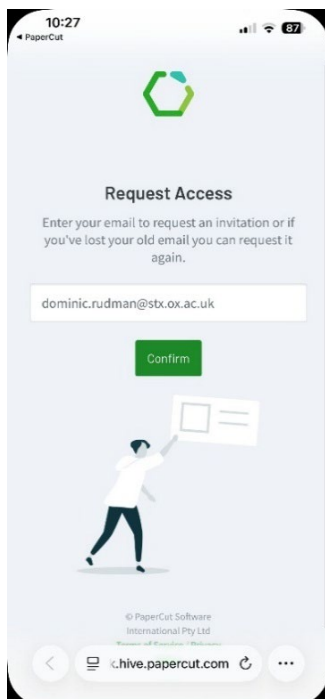
## Requesting and Registering Your Account:

To begin the set up for PaperCut Hive you'll need to locate one of the two designated student printers within the college, which can be found in the **West Wing Library** (Ground Floor) or the **Annexe Common Room** (2<sup>nd</sup> Floor).

There will be a **QR** code featured on the front of the printer (see below example) that you can scan with your mobile device to begin the setup:

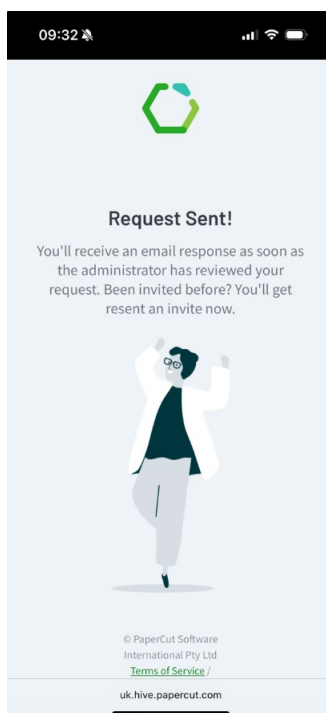


Once scanned, you will be redirected to the **Request Access** screen that looks like this:



Please enter your **STX college email address** ([@stx.ox.ac.uk](mailto:@stx.ox.ac.uk)) and not your departmental or private email address (neither of these will work); click the **Confirm** button.

You will then see the **Request Sent!** confirmation screen:



Check your Email Inbox and within 1-2 minutes, you should have received your PaperCut Hive email invitation. If you can't see the email, it might be worth checking your Junk/Spam folder:

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PaperCut Hive

[PaperCut Hive] St Cross College (University of Oxford) has invited you to set up printing

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This email invitation is unique to you, and contains tailored instructions, along with your personal **QR Code Identity** and **Access Code**, which are sometimes needed from time to time when using PaperCut Hive; so please keep this email safe and **do not share** your **QR Code Identity** or **Access Code** with other people.

Please open your PaperCut Hive welcome email on your laptop first (**not your mobile device**) because you will need to follow instructions to download the **computer app** for your Windows or Mac computer, before installing the mobile app.

Please read the information carefully and then click the **Get Started** button:

## Welcome! Let's set up your printing...

St Cross College (University of Oxford) has started using PaperCut Hive and the administrator has invited you to set up printing. PaperCut Hive makes printing secure, easy, and less wasteful.


[Get started](#)

Never heard of PaperCut Hive? You can find out more in the [PaperCut Hive tour](#).

You'll start by installing the PaperCut Hive app. Make sure you have your computer and phone ready. Hang on to this email as you may need to refer back to it later.

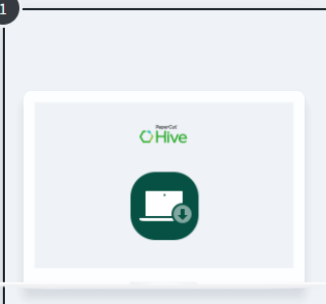
These instructions are tailored for dominic.rudman@stx.ox.ac.uk. Let your admin know if this isn't you.

You will be re-directed to the **'Set up your printing in 3 easy steps'** page:



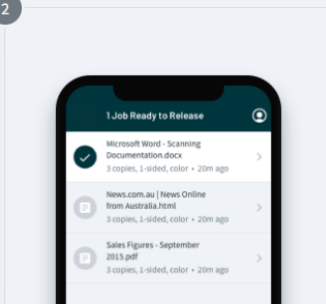
### Set up your printing in 3 easy steps

These download links will automatically link the apps to leslie.isaac@stx.ox.ac.uk.

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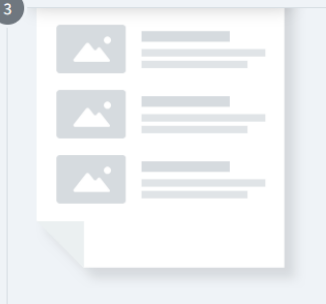
#### Install your computer app

Install the **PaperCut Printer** to make it easy to print from any printer.

[Download](#)
- 

#### Install your mobile app

Print and release documents from your phone.

[Get App](#)
- 

#### Start printing

You'll need to setup your computer or mobile before printing.

[How to Print](#)

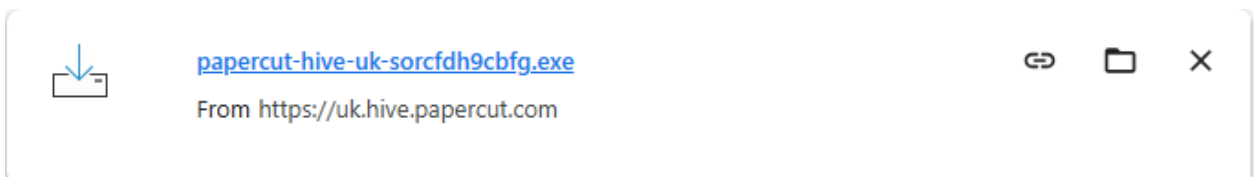
© PaperCut Software International Pty Ltd  
[Terms of Service](#) / [Privacy Policy](#)

## Step 1 - Installing your PaperCut Hive computer app

Click on the **Download** button

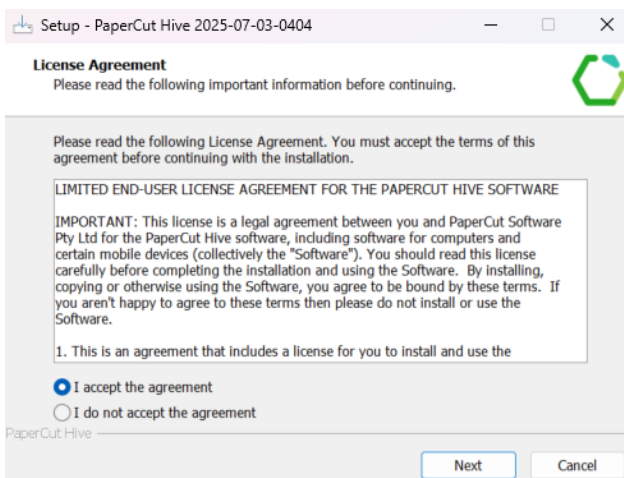


Navigate to the downloaded file and run the .exe installation:

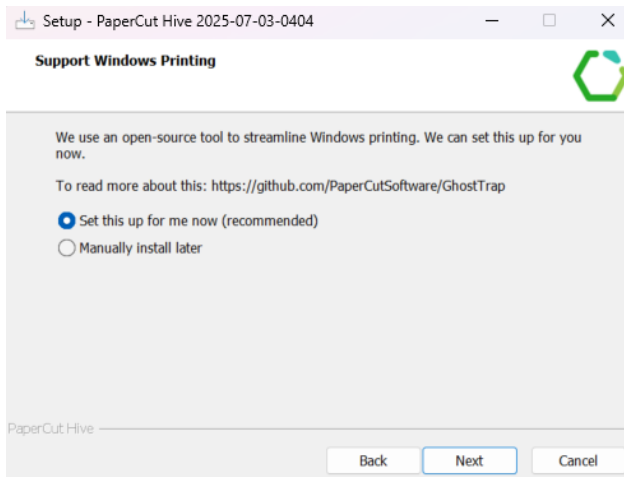


Follow the setup instructions using the screenshots below:

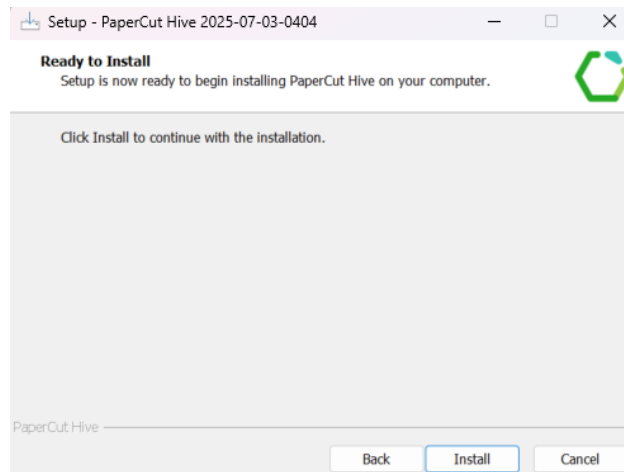
Click '**I accept the agreement**' and click **Next**:



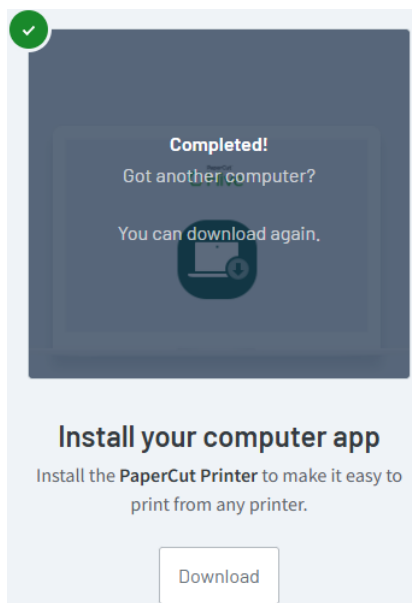
Click **'Set this up for me now (recommended)'** and click **Next**:



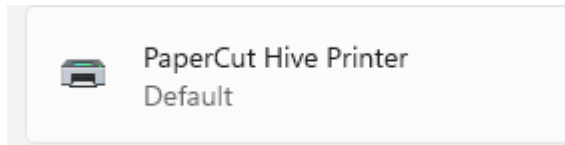
Click **Install**:



Once the installation has finished, you will see the following screen:



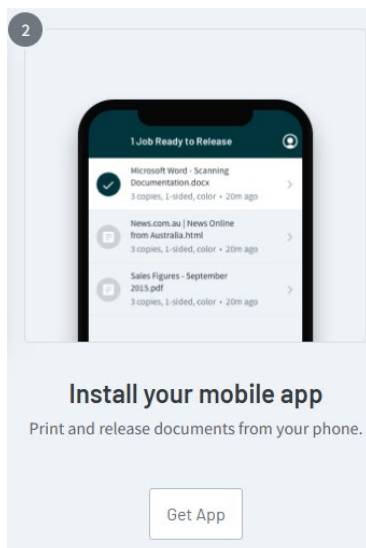
Upon successful installation, click **Settings – Bluetooth & Devices - Printer and Scanners**, and you will see the new printer called **'PaperCut Hive Printer'** listed (which may or may not be your Default):



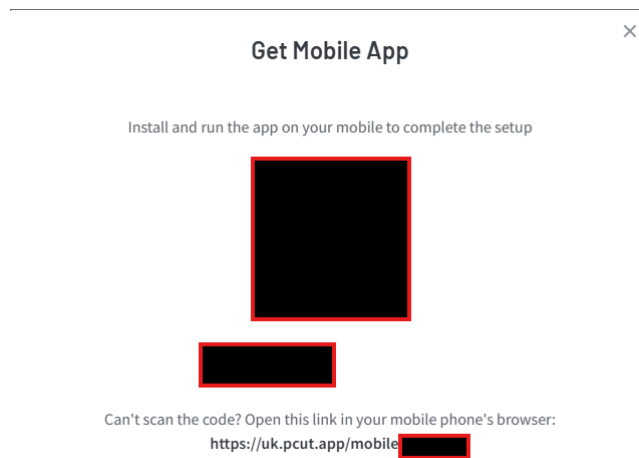
## **Step 2 - Installing the PaperCut Hive Mobile App**

Now you've installed the **computer app**, you'll also have the option to download the **mobile app**, which will allow you to securely release your print jobs and print directly from your mobile device.

Click the **Get App** button:

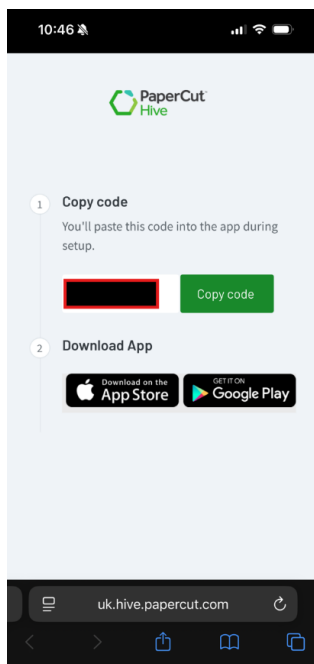


You will be presented with a **Get Mobile App** pop-up window (see below – this example has been redacted to protect the users account) which will present you with a **QR code** that is linked to your specific PaperCut Hive account.



Scan the **QR code** with your mobile device and you'll see an option to **Copy code**, you will need this code during the mobile app setup.

Click the **Download App** for your appropriate mobile device (App Store or Google Play):

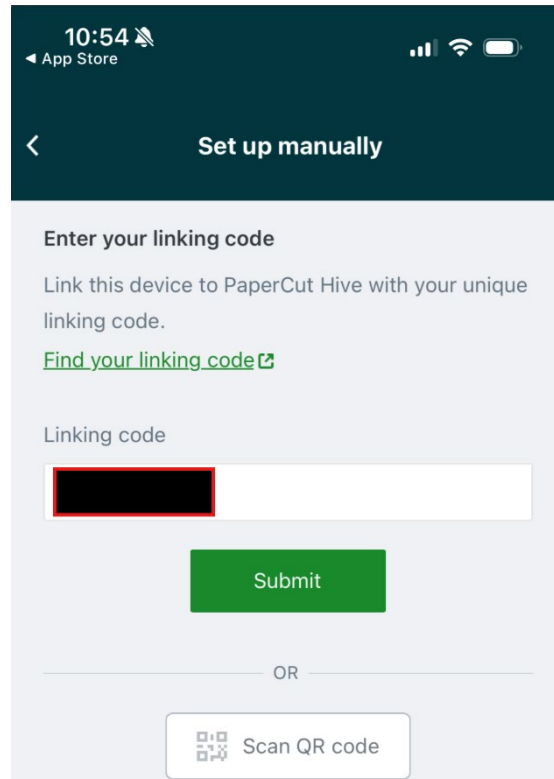
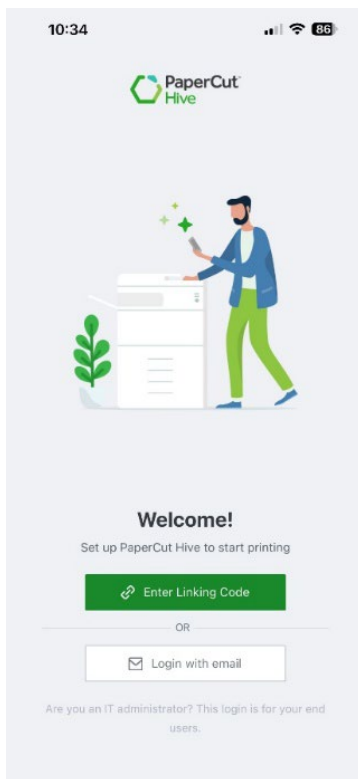


Download the '**PaperCut Hive – Secure Print**' app and open the app once it's finished downloading:



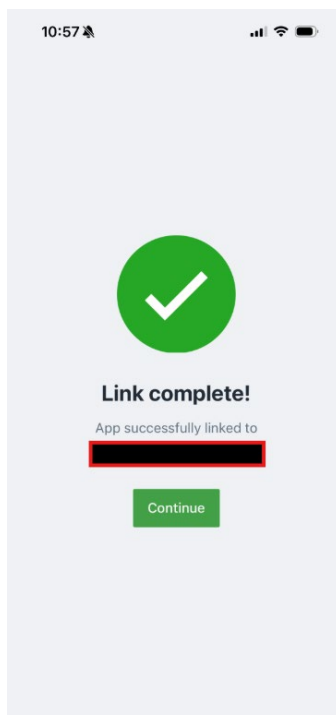
You will be greeted by the **Welcome!** screen, prompting you to enter a **Linking Code**.

Click the **Enter Linking Code** button and then **paste** the previously copied code, and then click the **Submit** button:

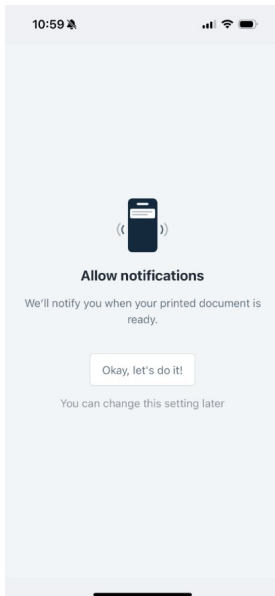


You'll then see the **Link complete!**

Click the **Continue** button:

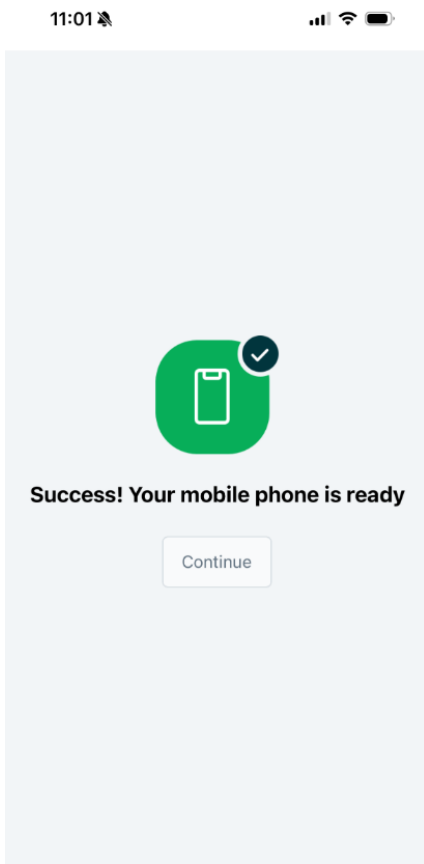


On the **Allow notifications** screen, click the **Okay, lets do it!** button

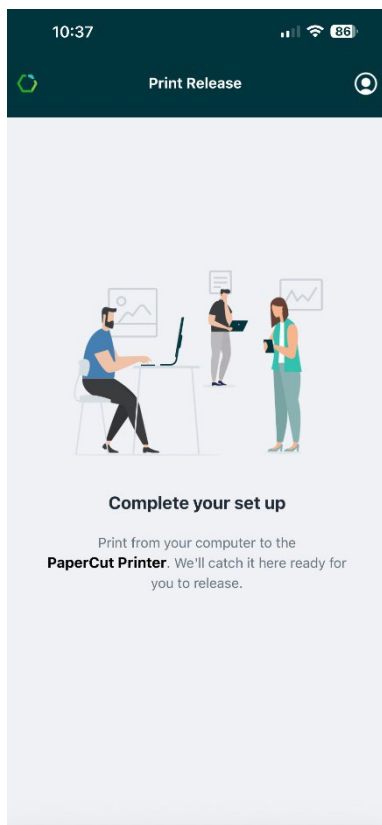


Click **Allow** to ensure that the PaperCut Hive mobile app is allowed to notify you of your print jobs waiting to be securely released

Click the **Continue** button:



You will then see the following **Complete your set up** screen:

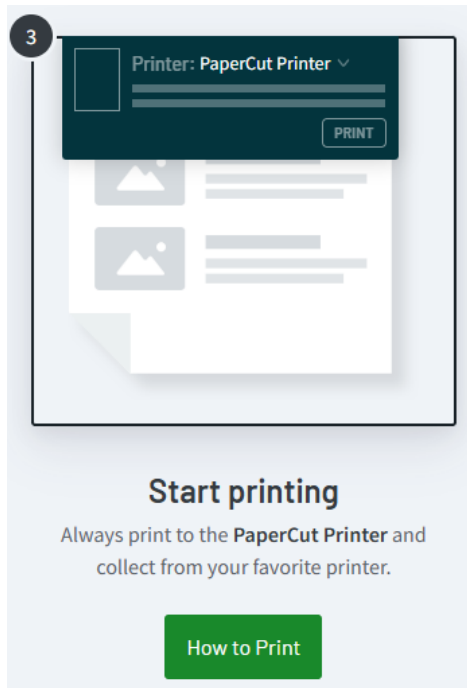


Congratulations, your mobile device setup is now complete and you've completed **2/3** setup steps; and you are ready to start printing using PaperCut Hive!

The image displays a three-step guide for setting up printing. At the top is the PaperCut Hive logo. The main heading is 'Set up your printing in 3 easy steps', with a sub-note: 'These download links will automatically link the apps to leslie.isaac@stx.ox.ac.uk.' The steps are: 1. 'Completed! Got another computer? You can download again.' with a 'Downloading...' button and a note: 'Not working? [Click here to retry.](#)' and 'When your download is complete, run the installer to set up the PaperCut Printer.' 2. 'Completed!' with a 'Get App' button and the instruction: 'Print and release documents from your phone.' 3. '3 Start printing' with a 'How to Print' button and the instruction: 'Always print to the PaperCut Printer and collect from your favorite printer.'

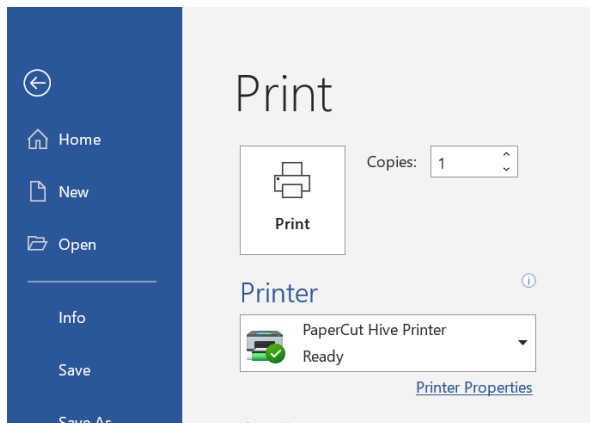
## Printing Your First PaperCut Hive Document

You can click the **How to Print** button, which will show you how to print from anywhere on your chosen device (Windows, Mac, Chrome OS, iPhone and Android)



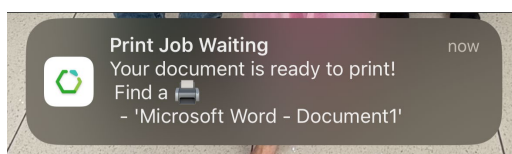
Open a test document you intend to print (we would recommend a simple Microsoft Word or text document with a single line of text for example)

Click **File – Print** and you will see the **PaperCut Hive Printer** in your device printer list:

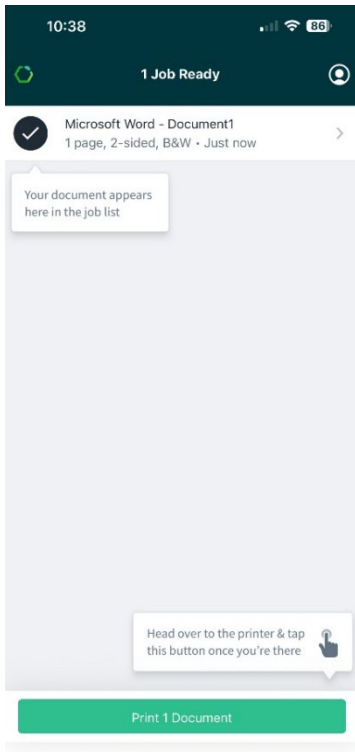


Click **Print**

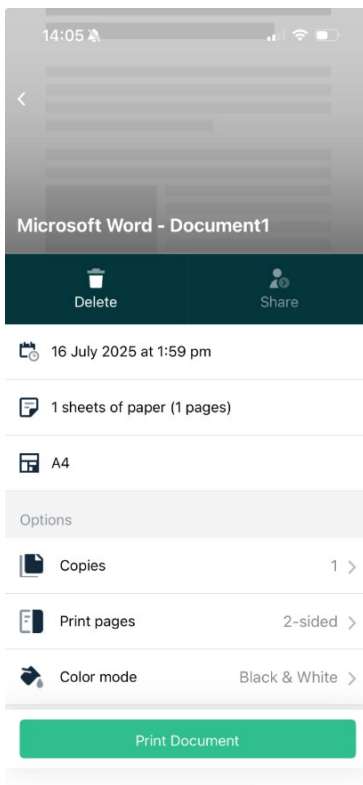
You will then receive a **Print Job Waiting** notification on your PaperCut Hive app, on your mobile device, which includes the title of the print job:



Open the **notification** and you will see the print job(s) in the job list, along with the **properties** of the print job(s) (**1 page, 2-sided, B&W** etc.) that are ready to be securely released.



We promote **2-sided, B&W printing** by default, but you can override these setting by clicking on the print job from the list and changing the print job to 1-sided, Colour etc:

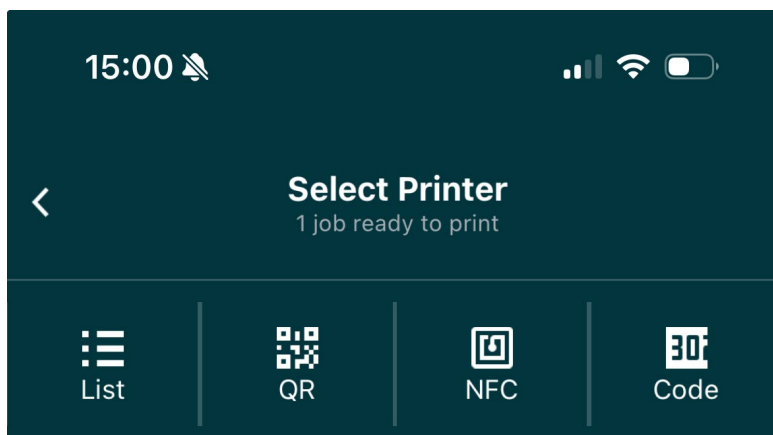


Once you are happy with the default settings (or the print job changes you have made) head over to your chosen printer and click the **Print Document** button.

### Choosing a Secure Print Release Method

Within the PaperCut Hive mobile app, you will be presented with 4 print release methods:

- **List** – allows you to select a printer from a list to release your print job
- **QR** – scan a QR code on a printer using the mobile app to release your print job
- **NFC** – **we do not currently support this print release method**
- **Code** – manually enter the unique 5-digit code on the printer to release your job



You will also be able to use your **Oxford University card** to login directly to the printers and then release your print jobs from the touch-panel screen on the printer, this requires an additional setup step to associate your specific card with your PaperCut Hive account; but more details to follow on that print release method later in this document:

#### **List Print Release Method:**

Click **List** within the mobile app and by default, you will see a list of all available St Cross College printers (see below), that we have divided the into 2x main categories, **Staff** and **Student**, followed by a brief description of their location within the college campus:

Printers	
●	Student - West Wing Library Printer
●	Student - Annexe Common Room Printer
●	Staff - 2nd Floor Printer
●	Staff - 1st Floor Printer
●	Staff - Porter's Lodge Printer

Simply walk up to the nearest college printer, and then click the name of the printer in the list that you wish to securely release your print job to

**\*\*Always release your print jobs when you are physically stood next to the printer\*\***

### QR Code Release Method:

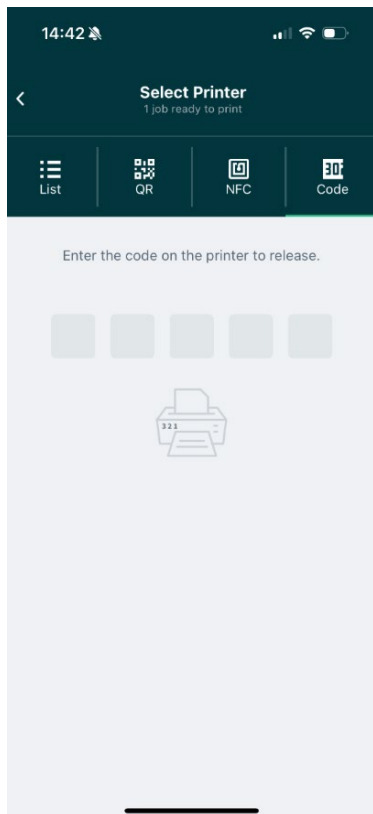
Click **QR** within the mobile app, then walk up to the printer you wish to release your print job to, and use your mobile device camera to scan the accompanying QR code sticker on the printer:



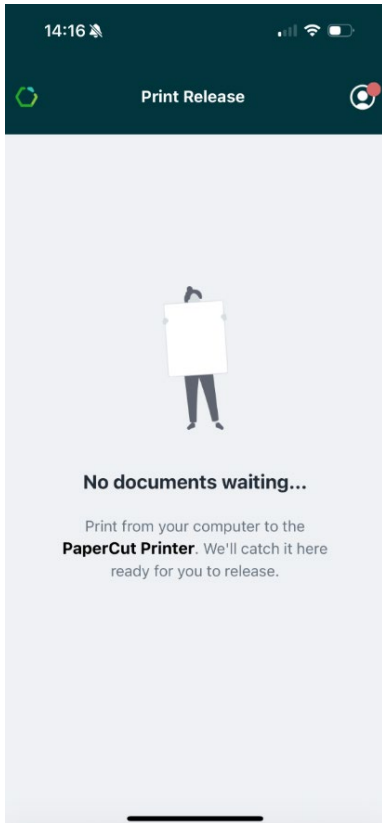
### Code Print Release Method:

Each of our college campus printers features a label containing a QR code and a **unique Printer ID**, which is a **5-digit numerical code**.

Simply walk up to your favourite or most convenient printer, and then enter the **5-digit code** into the app, and voila; you're print job will be securely released!



Regardless of the print release method you have chosen to use, once the print job has been released using the PaperCut Hive mobile app, you will see the **No documents waiting...** screen on your PaperCut Hive mobile app:



You will also see the following screen if this is your **first PaperCut Hive print job**, congratulating you on your first PaperCut Hive document being printed:



### **You're all done!**

Congratulations! Your first document is now being printed.

Okay

### **But What About my Oxford University Card?**

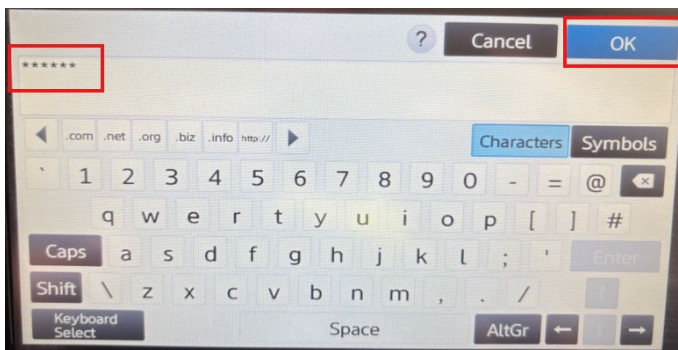
Now that we've covered how to securely print release documents using the various methods available in the **PaperCut Hive mobile app**, let's shift our focus to your Oxford University card, which can also be used to login to the printers and release print jobs.

You use your university card to login to the printers and use the **Scan to Email**, and **Scan to OneDrive** features.

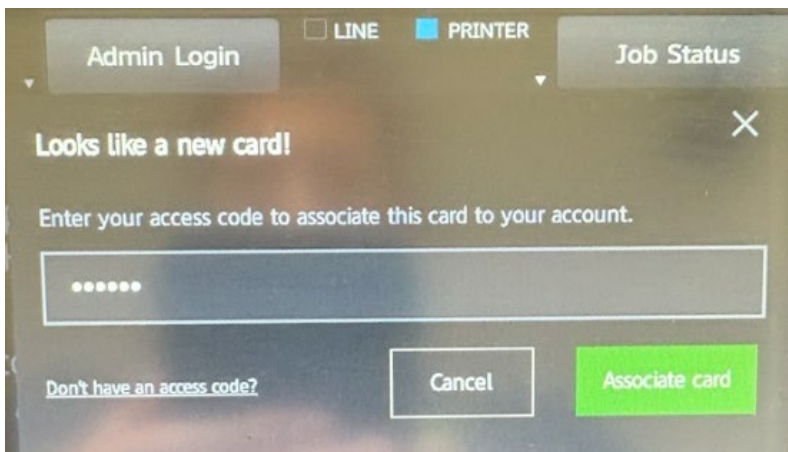
The first thing you'll need to do is **associate your card** with your PaperCut Hive account. To do this, present your card to the **card reader**, highlighted in red below:



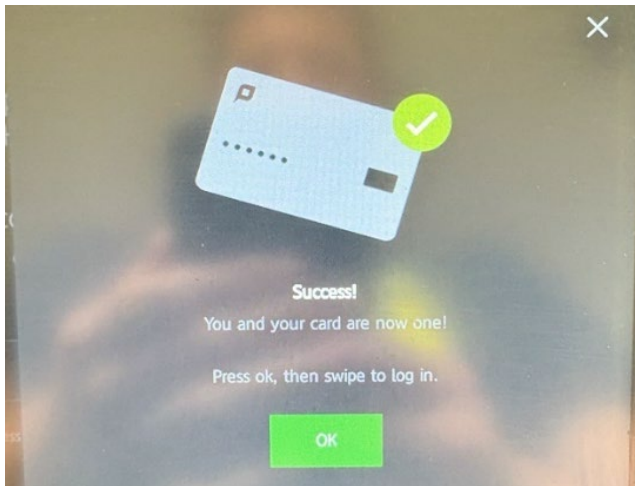
Enter your **Access Code** (which was included in the PaperCut Hive Welcome Invite Email) and click **OK**:



The click the **Associate Card** button:



You will then receive the following screen, confirming you have successfully associate your university card and PaperCut Hive account:



**Note:** If you ever receive a **new** or **replacement card**, the PaperCut Hive system will not recognize it until you **associate** your account with your newly assigned card.

With your university card and PaperCut Hive account associated, you will have unleashed yet another print released method, which is an alternative to the PaperCut Hive mobile app, and its various print release methods.

You can now login to the printer by tapping your card on the printer card reader, and you will have the option to release any of your print jobs by selecting them on the printer's touch-panel screen and clicking the **Print Selected** button:

