

PaperCut - Mac

Note: To use the self-serve printers, you must be on campus and connected to the RVU wifi. The following pages of instructions show you how to download the printer driver for the self-serve printers, give you a quick tour of the self-serve printer interface: Papercut, and also explain how to print to the self-serve printers. (Self-serve printers are located on the 2nd floor hallway for the CO Campus and in the Print Copy Room on the Utah Campus.)

At a glance, here's the process for printing to the self-serve printers:

- 1. Download Self-Serve Printer Driver*
- 2. Open your files and print the Self-Serve Printer*
- 3. Log into any self-serve printer with your student ID and release your print jobs.*

These instructions are for Windows computers. If you are using a Mac computer, please access the instructions entitled, "Papercut – Mac".

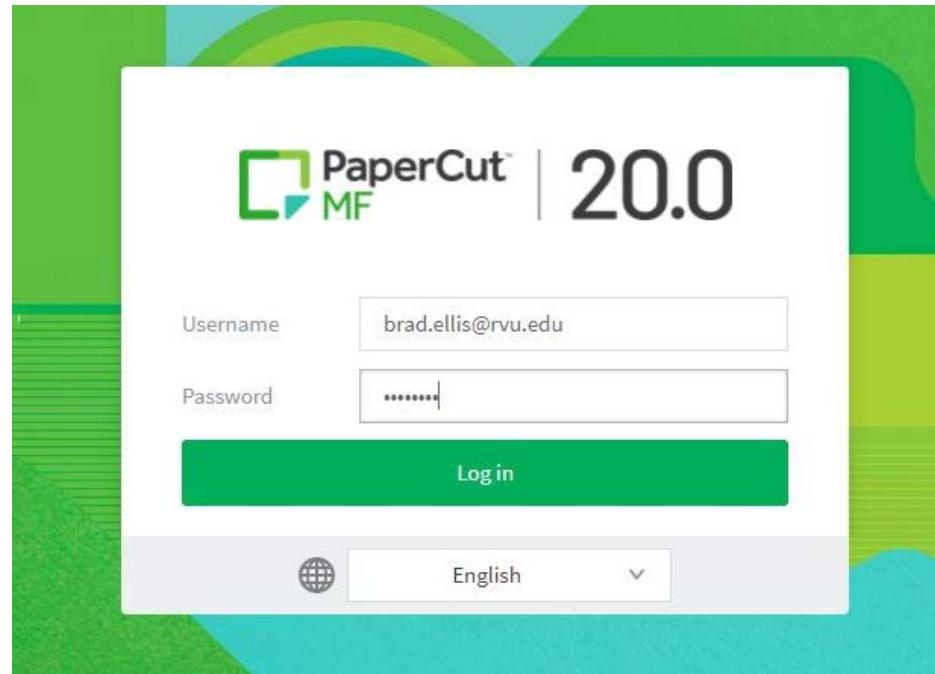


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Step 1:

Go to <https://papercut.rvu.edu/user> (*Note: You must be connected to the RVU wifi to access this site.*)

Login to the website. User name is your email address. Password is your email password.



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Step 1 Continued:

Once logged in, you will see the dashboard (as shown in second image at right).

Click “show” to see your card/id info. Your student print account balance info can be seen here as well.

The screenshot shows the PaperCut MF dashboard. On the left is a dark sidebar with the PaperCut logo and a list of navigation items: Summary, Rates, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, CO Print Setup, and UT Print Setup. The 'Summary' item is currently selected. The main area has a green header bar. Below it is a 'Summary' section with four cards: 'CARD/ID' (with a red oval around the '[show]' button), 'BALANCE' (\$231.250 with a green oval around it), 'PRINT JOBS' (19), and 'PAGES' (74). To the right of this is an 'Activity' section titled 'Balance history for brad.ellis' showing a line graph from September 21 to 28. The graph starts at \$240,000, dips slightly on Sep 24 and 25, and ends at \$220,000. Below the graph is an 'Environmental Impact' section with three metrics: '0.6% of a tree', '\$ 635 g of CO2', and '39.8 hours running a 60W light bulb'. At the bottom of this section is a link 'Environmental Dashboard'.

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Step 2:

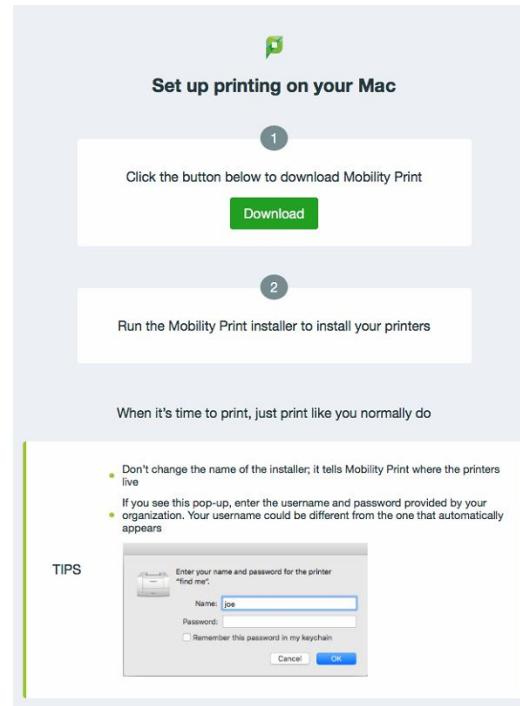
If you are on the Colorado campus, click “**CO Print Setup**”. If you are on the Utah campus, click “**UT Print Setup**”.

The screenshot shows the PaperCut MF web interface. The left sidebar has a dark background with white icons and labels. The 'CO Print Setup' button is highlighted with a red rectangular box. Other buttons include 'Summary', 'Rates', 'Transfers', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Web Print', 'UT Print Setup', and 'CO Print Setup'. The main content area has a green header bar with the user's name 'brad.ellis'. Below the header is a 'Summary' section with four cards: 'CARD/ID' (12345 [hide]), 'BALANCE' (\$231.250), 'PRINT JOBS' (19), and 'PAGES' (74). To the right is an 'Environmental Impact' section with three metrics: '0.6% of a tree', '635 g of CO2', and '39.8 hours running a 60W light bulb'. At the bottom of this section is a link 'Environmental Dashboard'. On the left side of the main content area, there is a chart titled 'Balance history for brad.ellis' showing a line graph of balance over time from September 21 to 28. The y-axis is labeled 'Balance' and ranges from \$0.000 to \$260.000. The x-axis is labeled 'Day' and shows dates from 21 Sep to 28 Sep. The line starts at approximately \$250, dips slightly on 24 Sep, and then stays relatively flat around \$220.

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Step 3:

A new tab will open and you will see a Download button. The system will automatically detect which operating system you are on. **Follow the instructions** on this screen to download and install the printer driver. Do NOT rename the installer file.



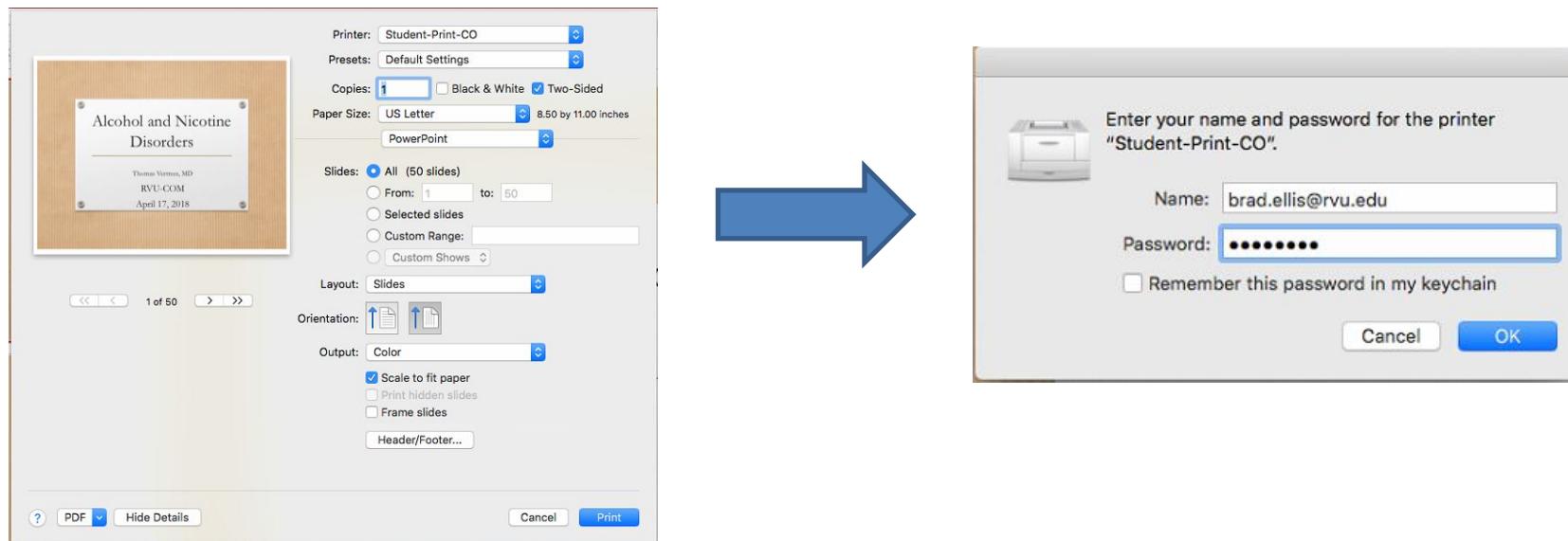
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Step 4:

Once the printer installation has completed, you can start sending your files to be printed.

To print, open a file to print. You will see your newly installed printer based on the location you chose.

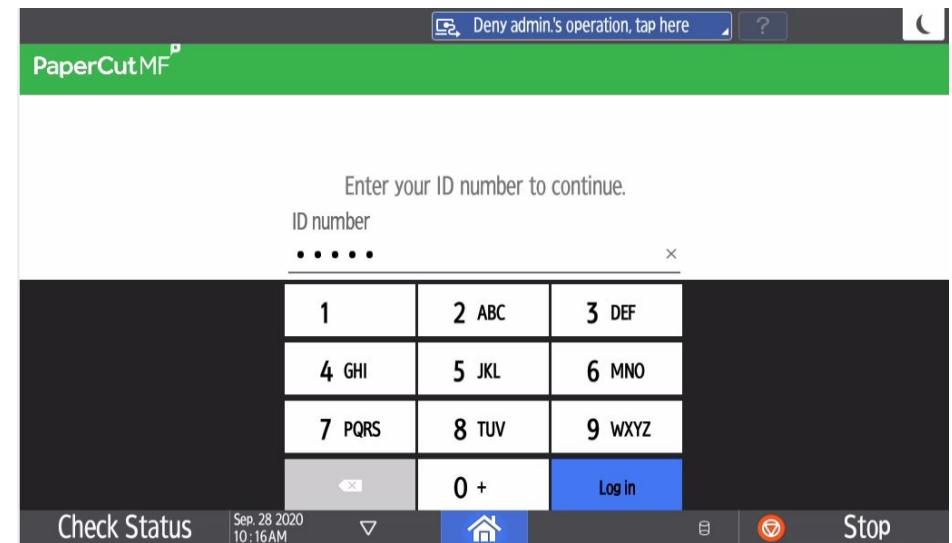
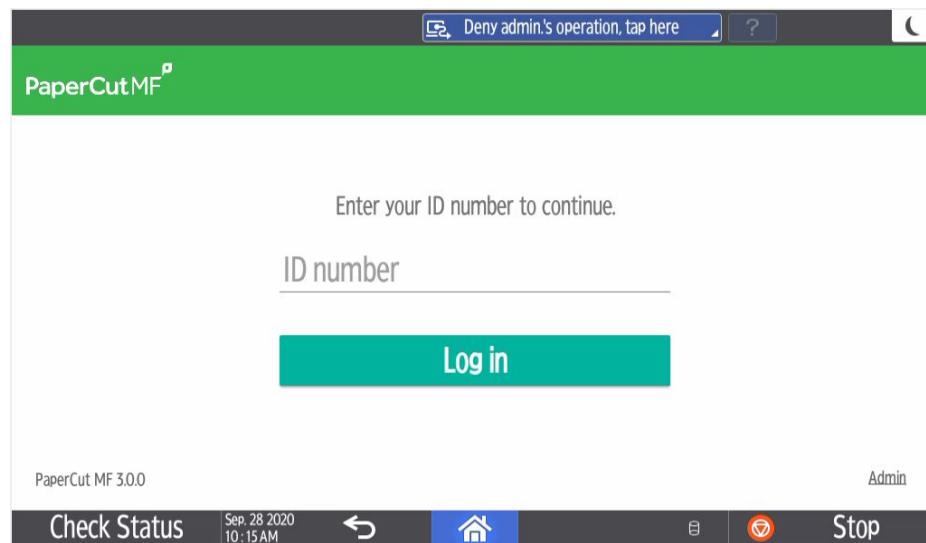
Choose that printer and then select, “Print”. You will get a prompt for your username and password. This is the same information as the Papercut website (user id = email; password = email password).



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Step 5:

Once your print job has been sent to the server, it will be held for four hours. Walk up to a self-serve printer and tap “ID Number” and enter your student ID. Tap “Log In”.



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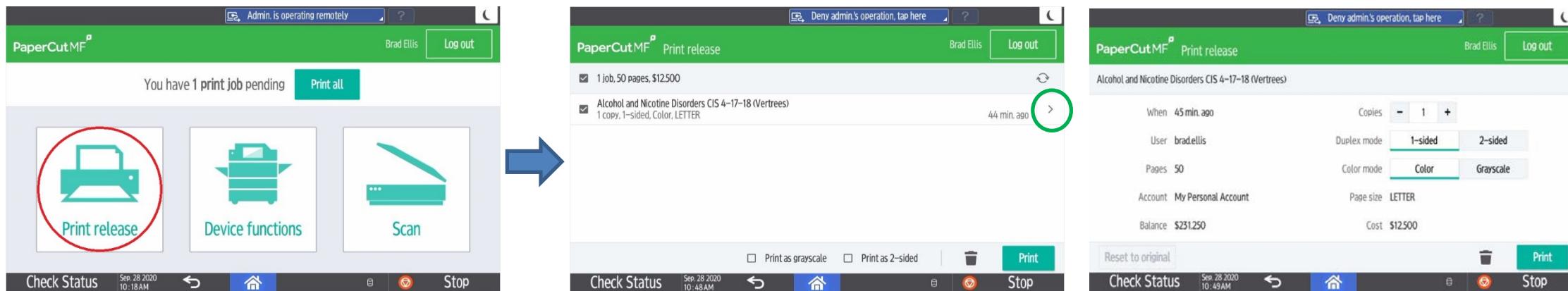
Step 6:

Once you are logged in, tap “Print release”. From here you can select your print job(s) and edit your print settings (if needed) and the pricing will be updated based on your selections.

For example: If you want to print in grayscale, tap “Print as grayscale”. If you want to print 2-sided, tap “Print as 2-sided.”

Additionally, you can tap the right-facing arrow next to the print job to see more details including your account balance.

Once you are satisfied with your print settings, tap “Print” and the print job(s) will release.



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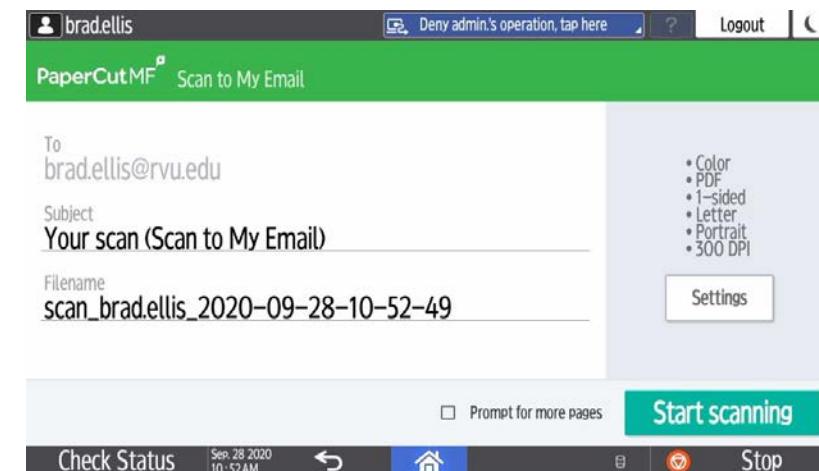
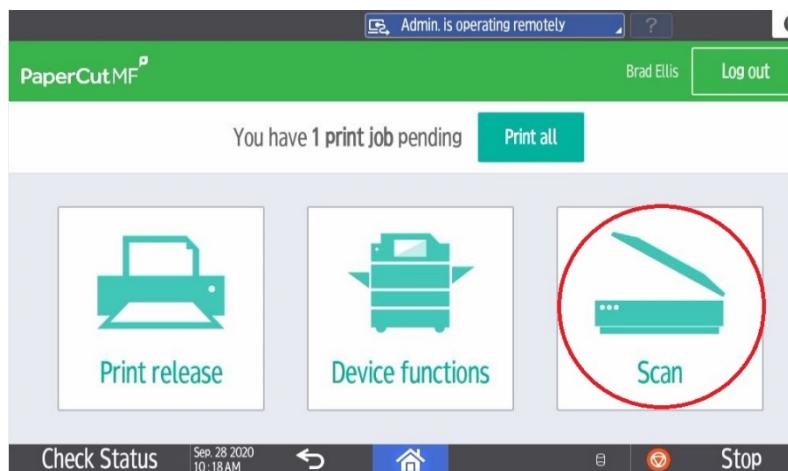
Scan to Email:

You can scan a document to your email. Log in to the Self-Serve Printers and then Tap on “Scan”.

Verify your email address is correct (taken from the University directory). Place your documents face up in the document feeder and tap “Start scanning”. Check your email to make sure the scans came through.

When finished, click on the Home icon at the bottom of the screen, then click “Papercut MF” and then click the back arrow to the return to the main screen. Tap “Log out”.

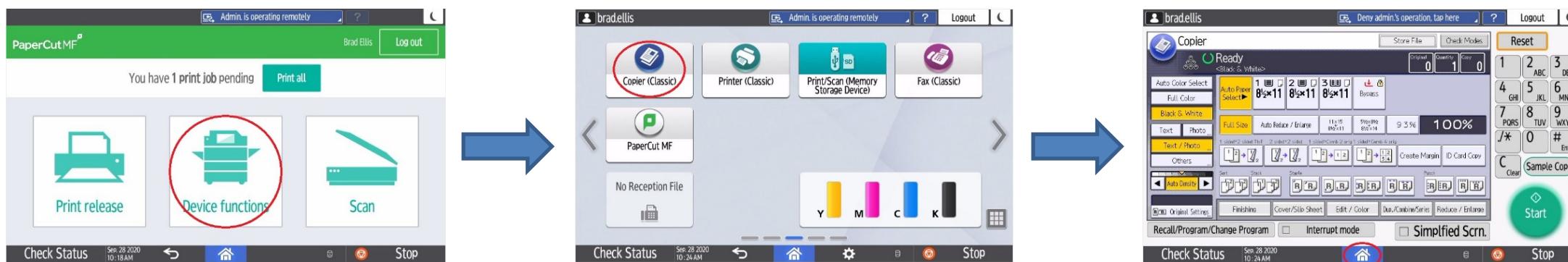
Note: Larger scans may not go through due to size limitations on the email server.



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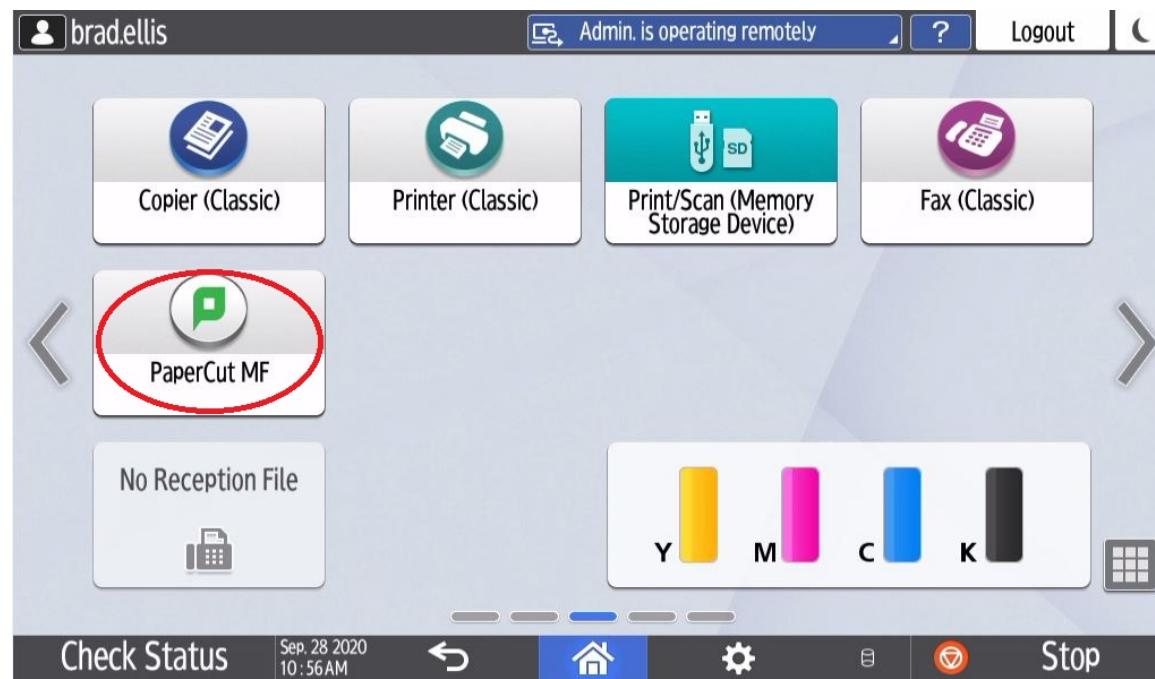
Make Copies:

Log in to the Self Serve Printer, then tap “Device functions”. Tap “Copier (classic)”. Set your documents face up in the feeder or face down on the scanner. Set your copy selections and click “Start”. When finished, click on the Home icon at the bottom of the screen, then click “Papercut MF” and then click the back arrow to the return to the main screen. Tap “Log out”.



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To return to home screen, tap “PaperCut MF”, view your balance info, and then click the back arrow at the bottom of the screen.



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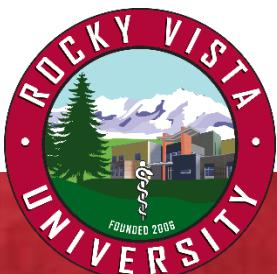
Transfer Funds

With PaperCut, if you find you or someone you know has run out of printing funds and no one is available to add more to your/their account, fund transfers are available.

To transfer funds, log into the PaperCut website (<https://papercut.rvu.edu/user>) and click “Transfers”.

**Note: You must be on campus to access this website.*

Enter the amount you wish to transfer, enter the username of the student (in this case, firstname.lastname), enter a comment (optional) and click “Transfer”.



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Print From Your Phone or Tablet:

To do this, go to the PaperCut website (<https://papercut.rvu.edu/user>) on your device and follow steps 1-4 above. You will be redirected to your corresponding app store to download the printing app.

**Note: You must be connected to the RVU wifi for the Papercut website to work.*

