

PaperCut - Windows

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".

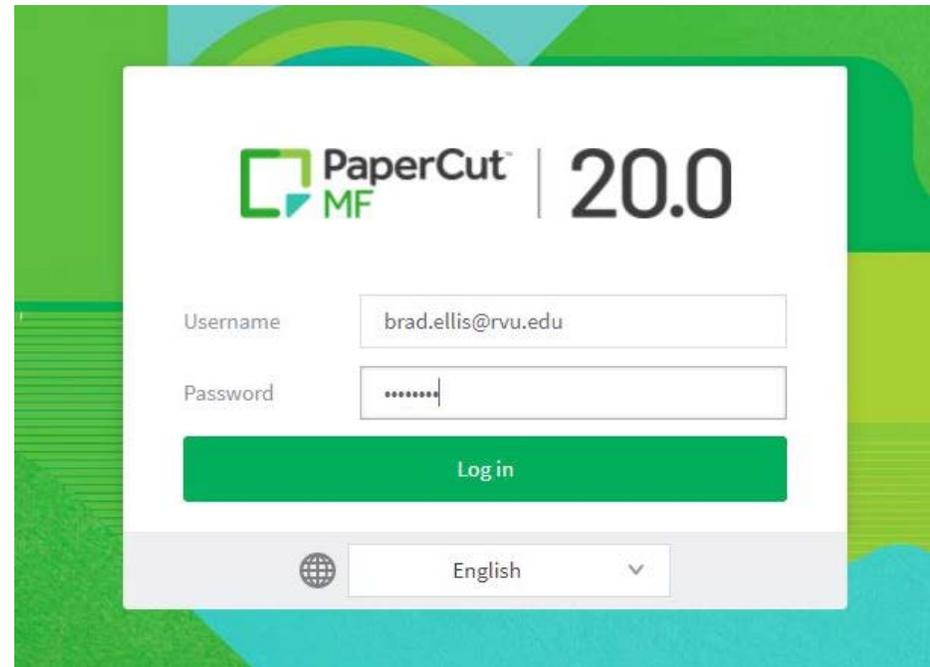


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Step 1:

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.



PaperCut[™] MF | 20.0

Username

Password

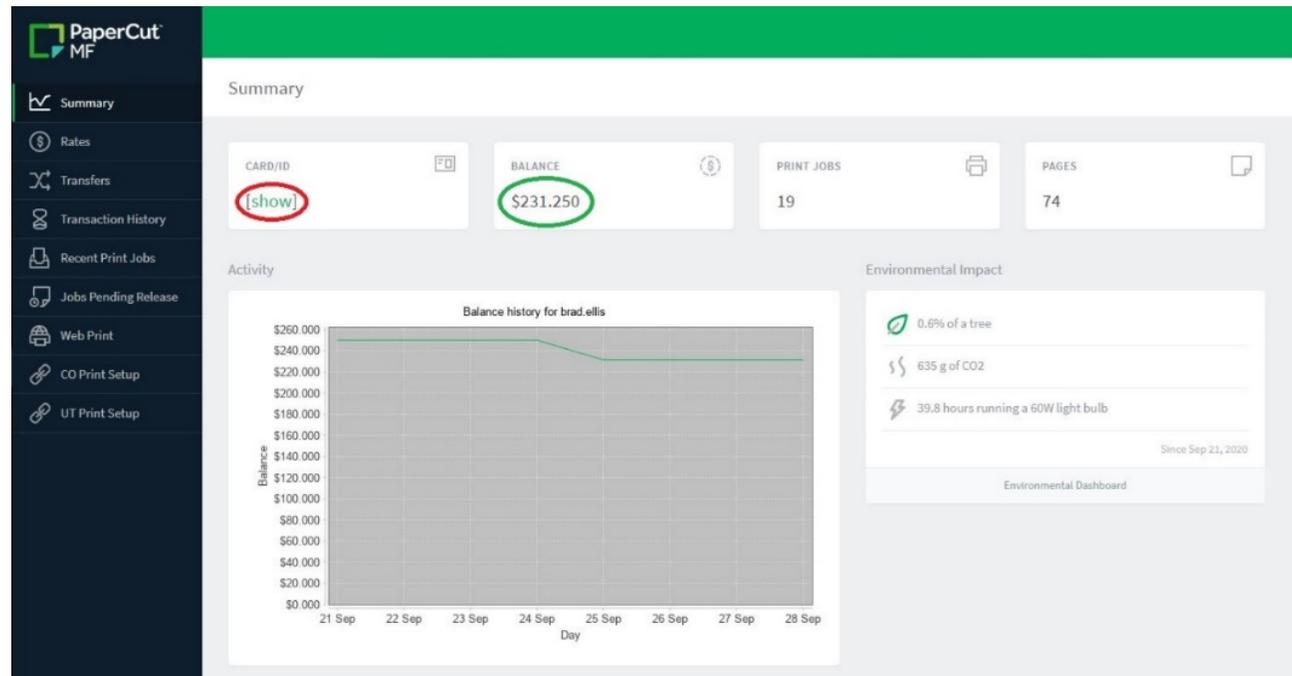
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Step 1 Continued:

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.



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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 displays the PaperCut MF user interface. On the left is a dark sidebar with navigation options: Summary, Rates, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, CO Print Setup (highlighted with a red box), and UT Print Setup (highlighted with a green box). The main content area is titled 'Summary' and includes a green header with the user's name 'brad.ellis'. Below the header are four summary cards: CARD/ID (12345 [hide]), BALANCE (\$231.250), PRINT JOBS (19), and PAGES (74). The 'Activity' section features a line graph titled 'Balance history for brad.ellis' showing a balance of approximately \$240,000 from Sep 21 to Sep 24, a drop to \$231,250 on Sep 25, and a slight increase to \$232,000 by Sep 28. The 'Environmental Impact' section lists: 0.6% of a tree, 635 g of CO2, and 39.8 hours running a 60W light bulb, all since Sep 21, 2020.

Summary Item	Value
CARD/ID	12345 [hide]
BALANCE	\$231.250
PRINT JOBS	19
PAGES	74

Day	Balance
21 Sep	\$240,000
22 Sep	\$240,000
23 Sep	\$240,000
24 Sep	\$240,000
25 Sep	\$231,250
26 Sep	\$231,250
27 Sep	\$232,000
28 Sep	\$232,000

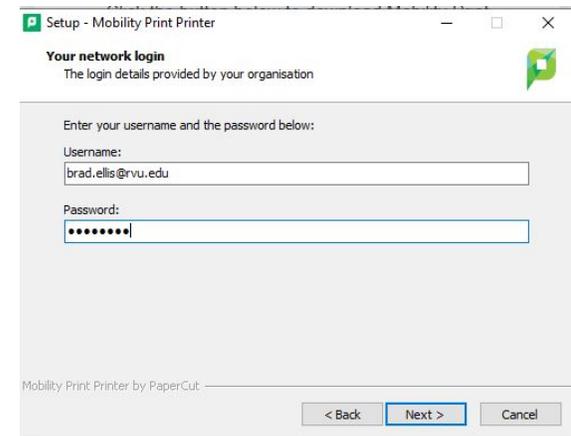
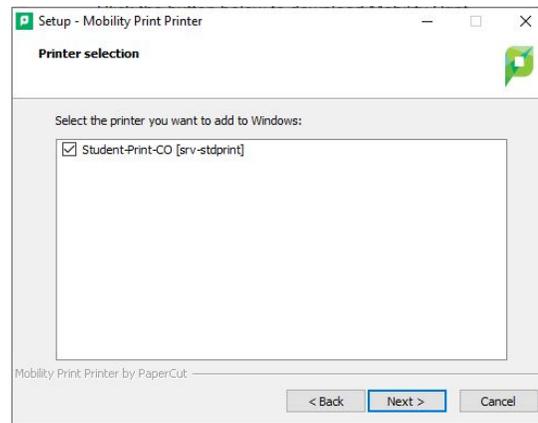
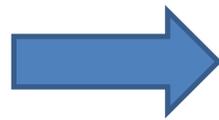
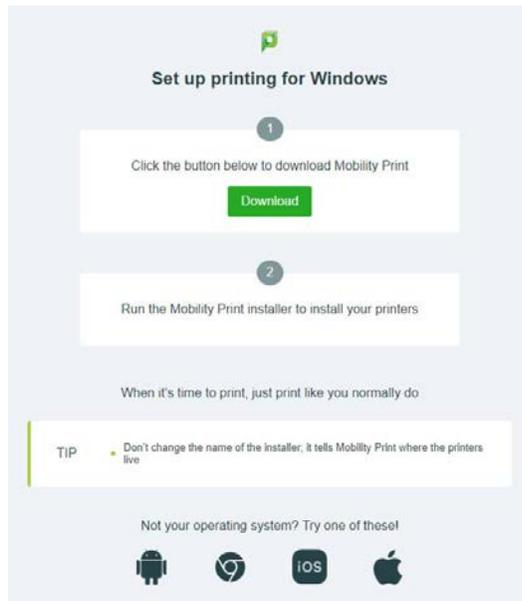
0.6% of a tree
635 g of CO2
39.8 hours running a 60W light bulb



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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. During the installation, you may be asked to select a printer and enter your login information. The login information is the same as you use to log into the Papercut website (email address; email password).



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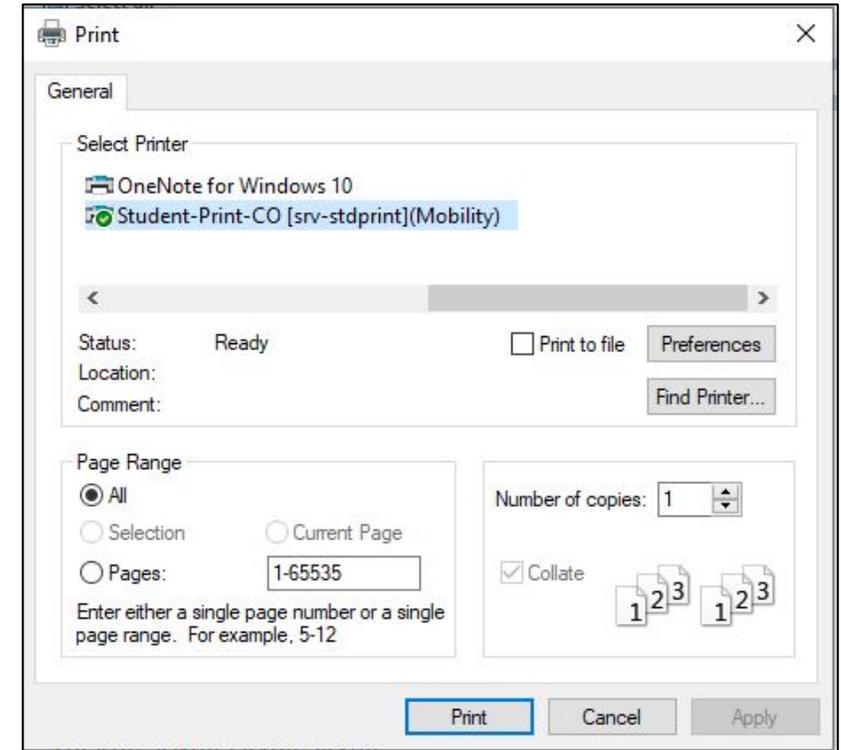
Step 4:

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

To do this, open a file to print.

On the print dialog screen, you will see your newly installed printer based on the location you chose.

Choose that printer and then select, "Print".

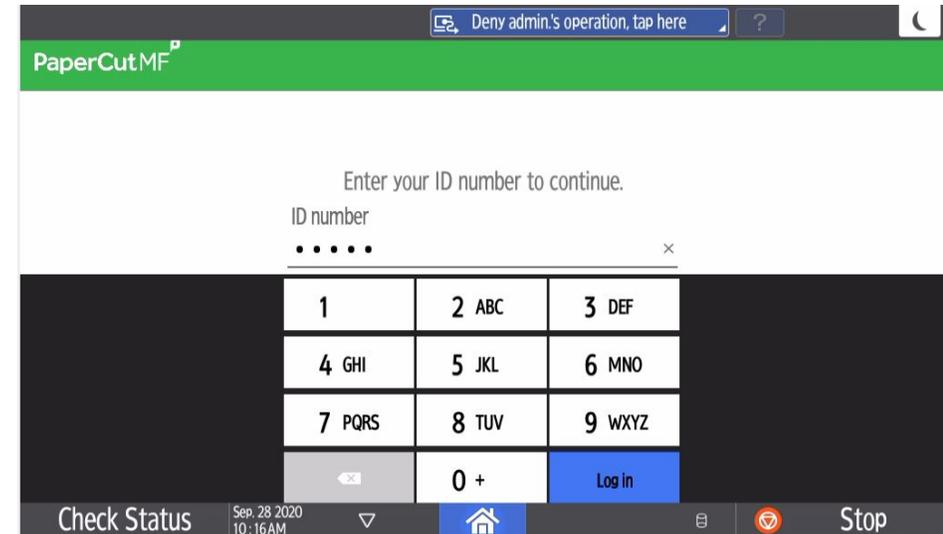
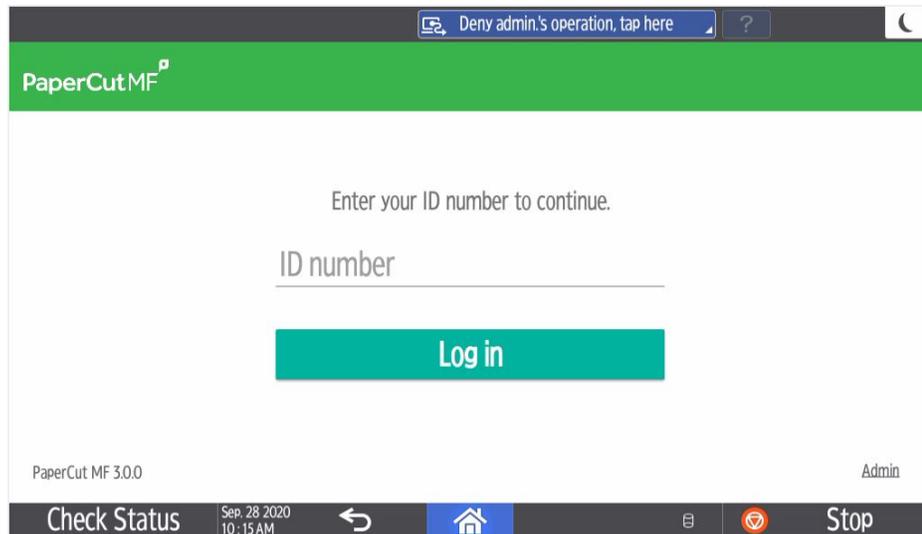


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Step 5:

Once you have selected, "Print", your file will be held in the server for four hours.

To release your print jobs, walk up to a student use printer. Login with your student id number by tapping on ID number and then entering your student id. Tap Log in.



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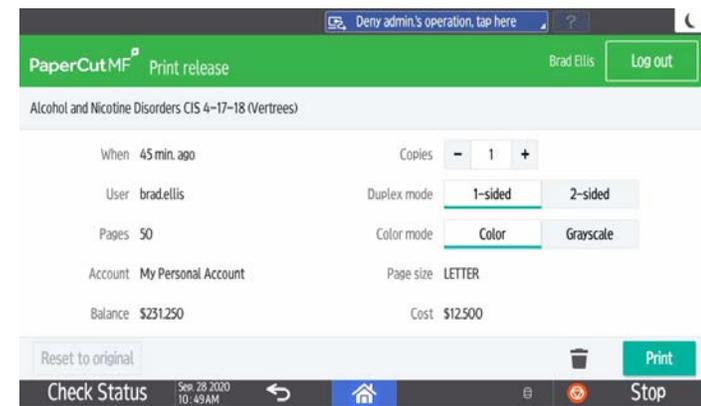
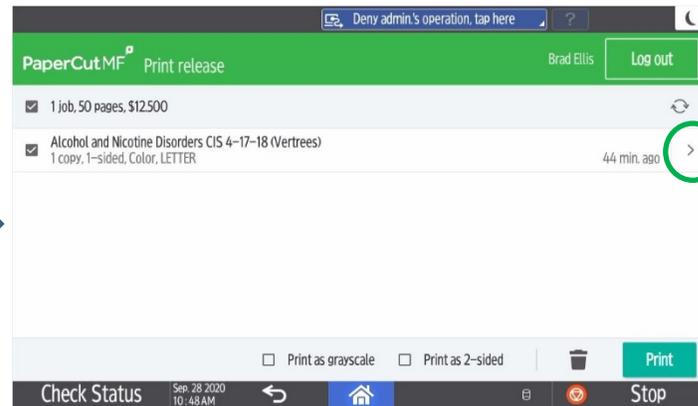
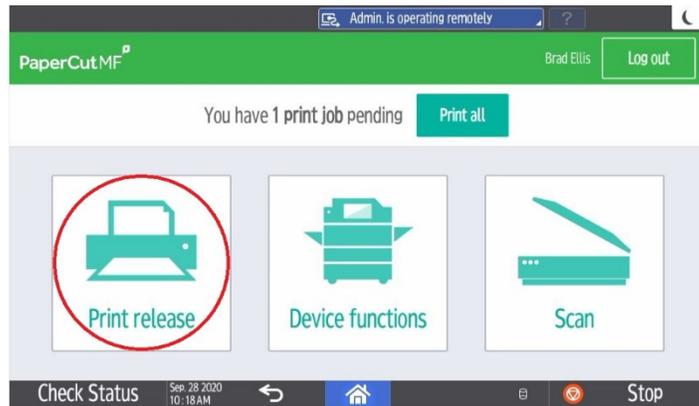
Step 6:

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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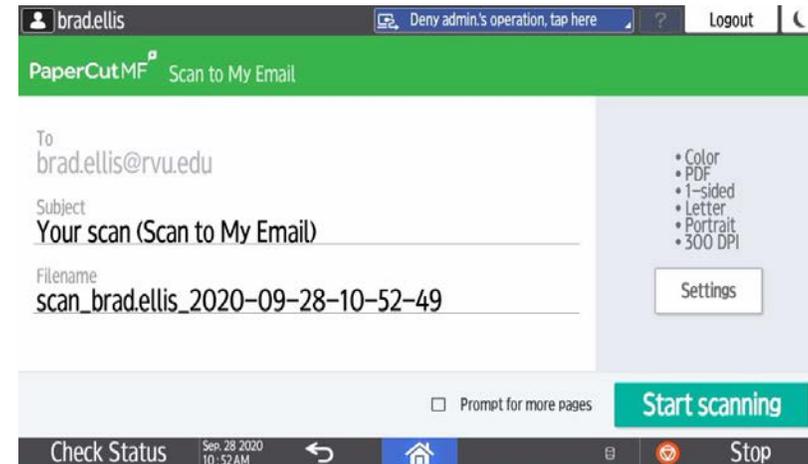
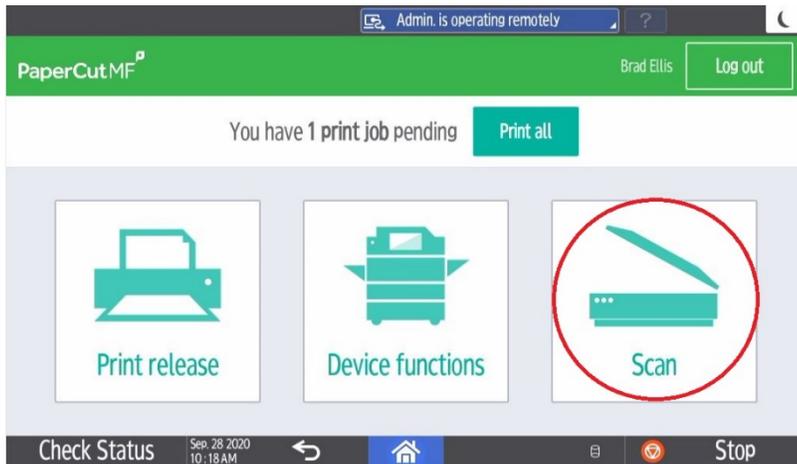
Scan to Email:

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”.

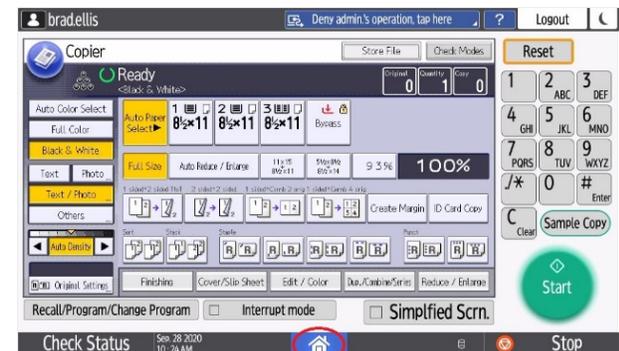
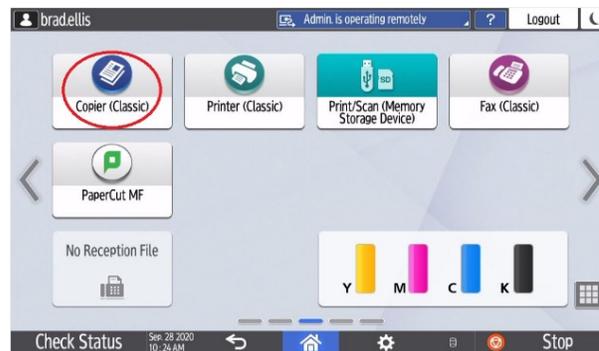
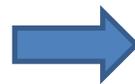
Note: Larger scans may not go through due to size limitations on the email server.



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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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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.*

