PaperCutMF Mobility Print

MacBooks – Monterey - *Sonoma* 14.x

Welcome students to the ***new*** and ***exciting*** world of **PapercutMF** *Mobility Print*.

We have replaced the Pharos system. Going forward we will be using **PaperCutMF** *Mobility Print* to allow you to print from your Macbooks and Windows laptops with ease as well as the nine (9) Law Library shared computers.

To start the setup, click on: **http://papercutlaw:9163/setup/**

NOTE: ==**(you have to be onsite and on CUWireless <u>at the law school</u> to run the setup)**==

- The website will *automagically* recognize the OS of your laptop (**MacBook**)
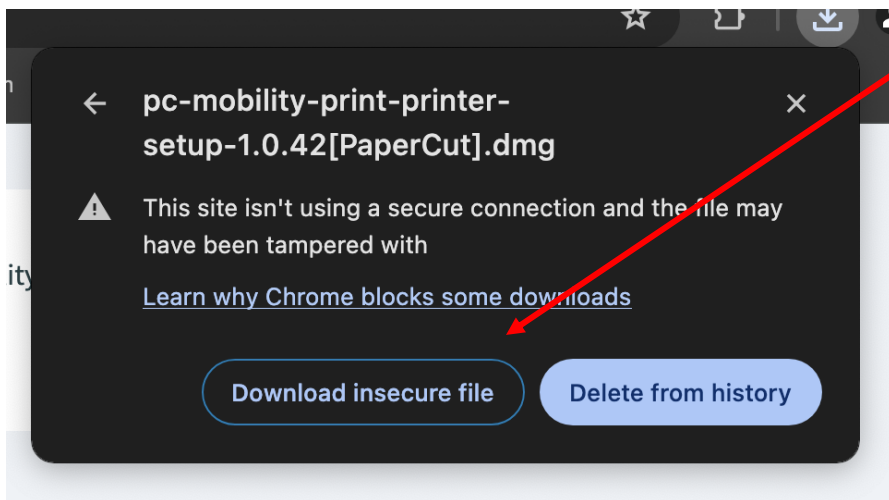

NOTE: ==We currently do NOT support Android, Chrome or Mac iOS yet...but maybe someday 🫤==

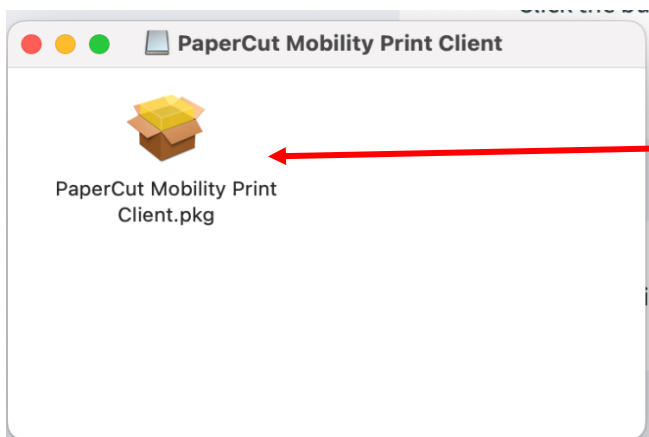- Click **Download** to start the setup for **Mobility Print**. Very exciting...new tech! 😬

NOTE: ==if you get a web error then use this link==: **http://152.38.17.60:9163/client-setup**

Last Updated: *Thursday, July 25, 2024*

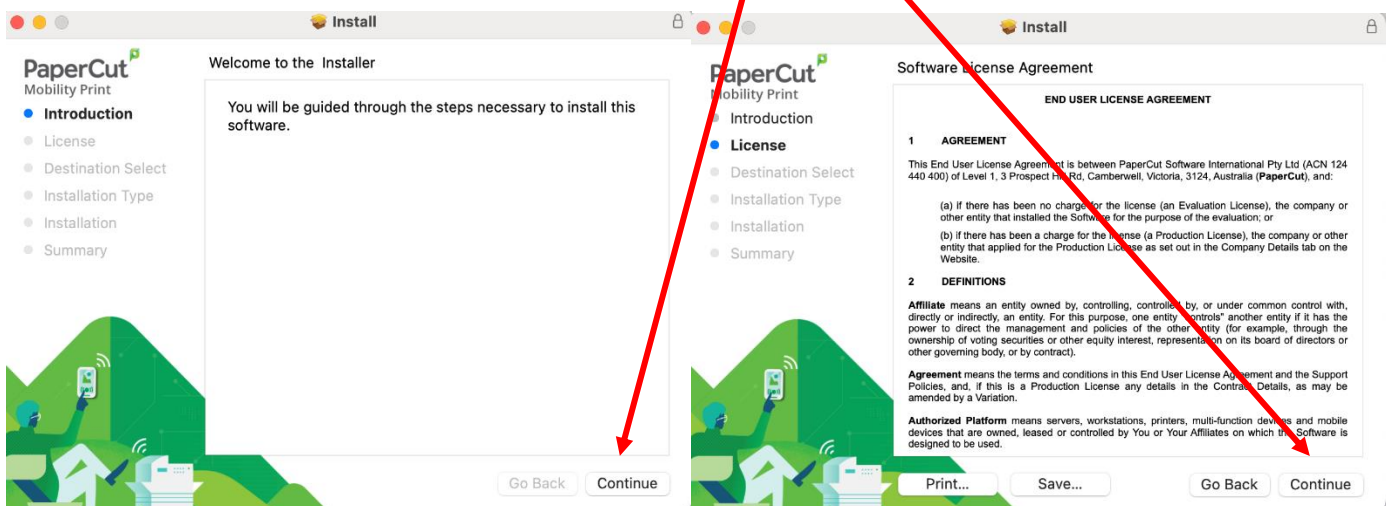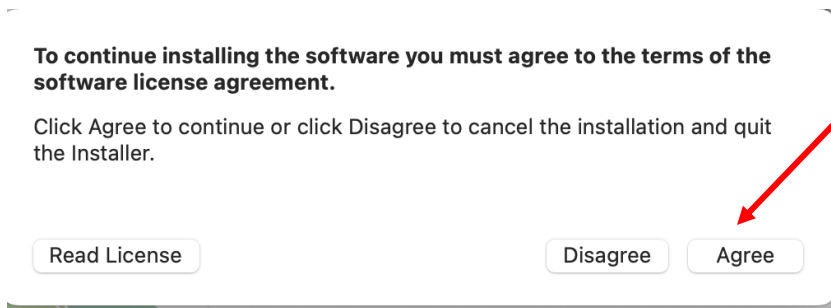- Then click to download: **pc-mobility-print-printer-setup-1.0.42[PaperCut].dmg**

← pc-mobility-print-printer-setup-1.0.42[PaperCut].dmg ✕

⚠ This site isn't using a secure connection and the file may have been tampered with

Learn why Chrome blocks some downloads

Download insecure file   Delete from history

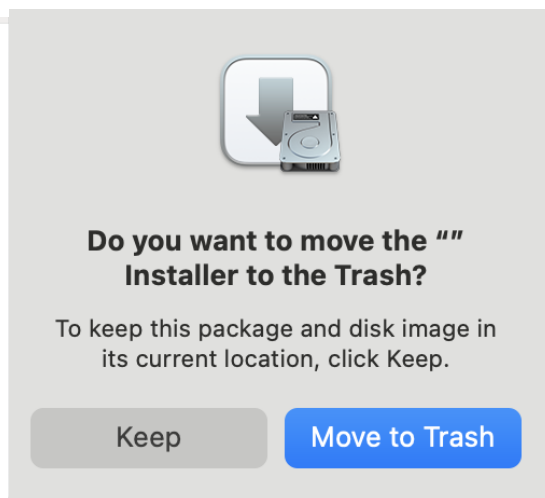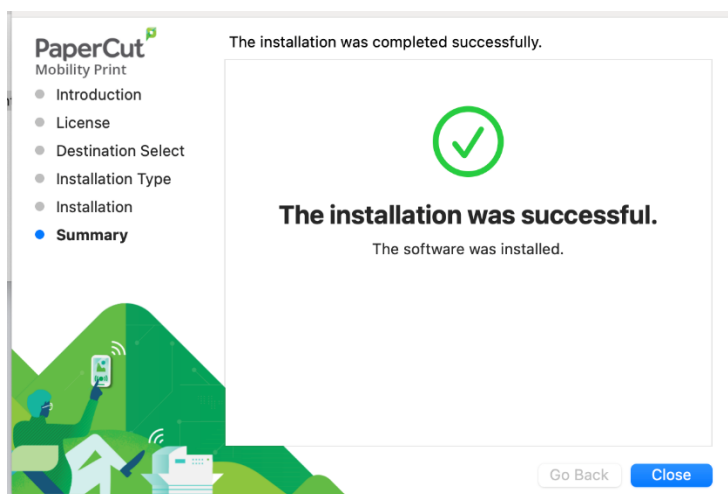**PaperCut Mobility Print Client**

PaperCut Mobility Print Client.pkg

Click on the .PKG file to start the setup

Click "Continue" on each box to start

Install

PaperCut Mobility Print

- Introduction
- License
- Destination Select
- Installation Type
- Installation
- Summary

Welcome to the Installer

You will be guided through the steps necessary to install this software.

Go Back   Continue

Install

PaperCut Mobility Print

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Software License Agreement

END USER LICENSE AGREEMENT

1   AGREEMENT

This End User License Agreement is between PaperCut Software International Pty Ltd (ACN 124 440 400) of Level 1, 3 Prospect Hill Rd, Camberwell, Victoria, 3124, Australia (**PaperCut**), and:

(a) if there has been no charge for the license (an Evaluation License), the company or other entity that installed the Software for the purpose of the evaluation; or

(b) if there has been a charge for the license (a Production License), the company or other entity that applied for the Production License as set out in the Company Details tab on the Website.

2   DEFINITIONS

Affiliate means an entity owned by, controlling, controlled by, or under common control with, directly or indirectly, an entity. For this purpose, one entity "controls" another entity if it has the power to direct the management and policies of the other entity (for example, through the ownership of voting securities or other equity interest, representation on its board of directors or other governing body, or by contract).

Agreement means the terms and conditions in this End User License Agreement and the Support Policies, and, if this is a Production License any details in the Contract Details, as may be amended by a Variation.

Authorized Platform means servers, workstations, printers, multi-function devices and mobile devices that are owned, leased or controlled by You or Your Affiliates on which the Software is designed to be used.

Print...   Save...   Go Back   Continue

Last Updated: *Thursday, July 25, 2024*

To continue installing the software you must agree to the terms of the software license agreement.

Click Agree to continue or click Disagree to cancel the installation and quit the Installer.

Read License   Disagree   Agree

🛆 Install

PaperCut
Mobility Print
- Introduction
- License
- Destination Select
- **Installation Type**
- Installation
- Summary

Standard Install on "Macintosh HD"

This will take 6.6 MB of space on your computer.

Click Install to perform a standard installation of this software on the disk "Macintosh HD".

Change Install Location...

Go Back   Install

Installer

Installer is trying to install new software.

Enter an administrator's name and password to allow this.

Username

Password

Install Software

Cancel

PaperCut
Mobility Print
- Introduction
- License
- Destination Select
- Installation Type
- Installation
- **Summary**

The installation was completed successfully.

✓

The installation was successful.

The software was installed.

Go Back   Close

Do you want to move the "" Installer to the Trash?

To keep this package and disk image in its current location, click Keep.

Keep   **Move to Trash**

CONGRATULATIONS!!! 🐫🤙You have successfully installed **PaperCutMF** for Macbooks

NEXT: let's check to make sure _you have the option_ to print to _PaperCutMF_...🤙

- Open up **MSWord** - select any document to print (<mark>you can also check **Chrome** and **Edge** web printing too</mark>)
- Make sure you see "**PrintAnywhere (PaperCut)**" as an option
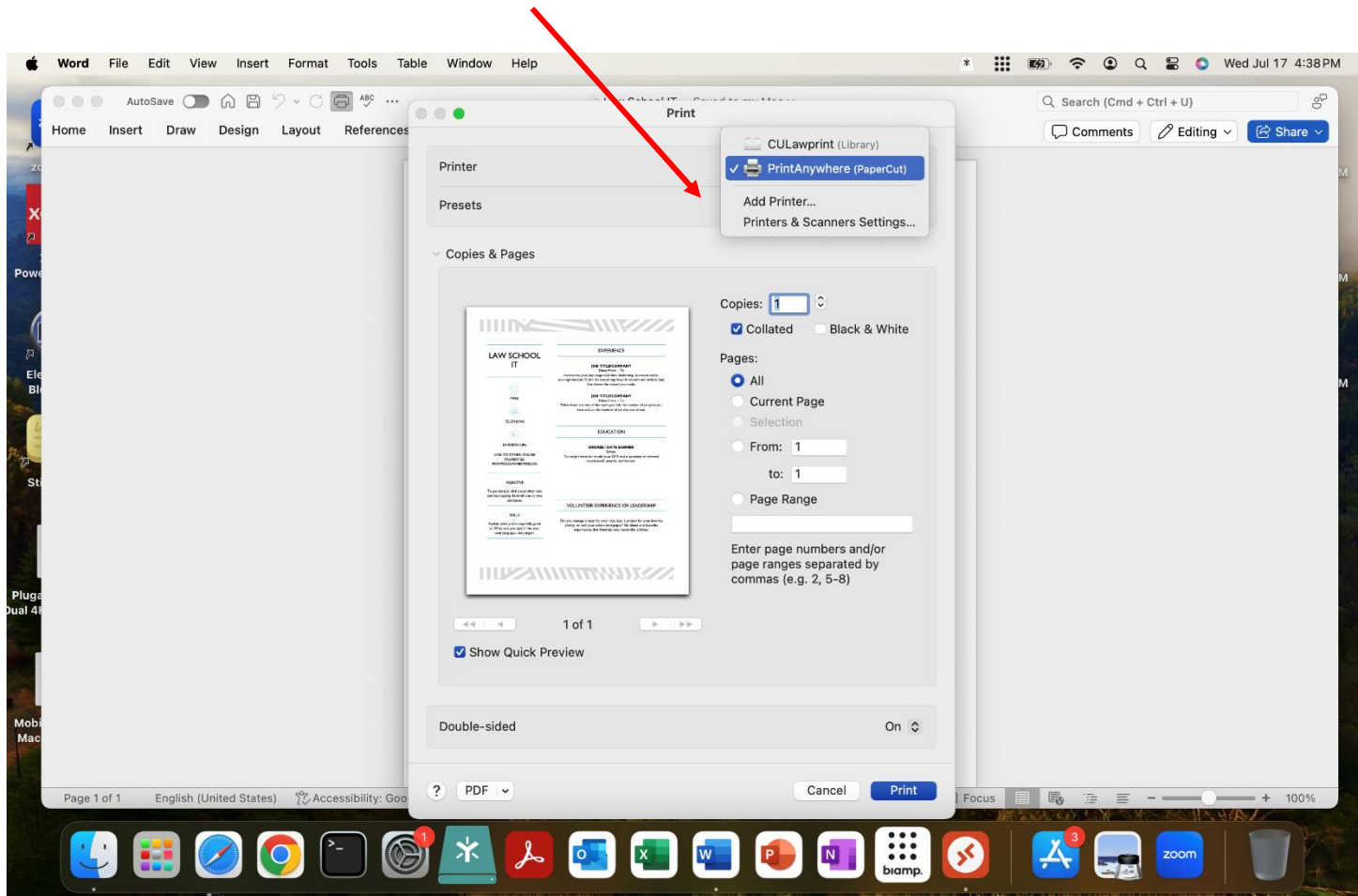
When you send a print job to *PrintAnywhere (PaperCut)* you "may" get a <u>User ID\Password box</u>
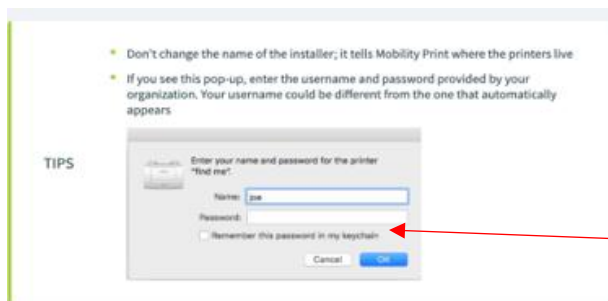

Also, after you enter your Campbell User ID and your <mark>Campbell Network\Blackboard</mark> password, make sure you check the box for "**Remember the password in my keychain**" so the box does NOT show up again and you won't have to type it in again 😊

<mark>**Enter your Campbell User ID (initials lastname\birthdate) AND the password you use to sign onto Blackboard**</mark>

NOTE: <u>this is your Campbell Unified Network\Blackboard password and NOT your Campbell Gmail password</u>. 🖖

Last Updated: *Thursday, July 25, 2024*

- Then go to the library printers and **swipe** your *Campbell ID badge* on the Mag reader (on top of the printer to the right)
- **or** you can **type** in your Campbell Network userID & password (**not** your full email address) on the LCD screen
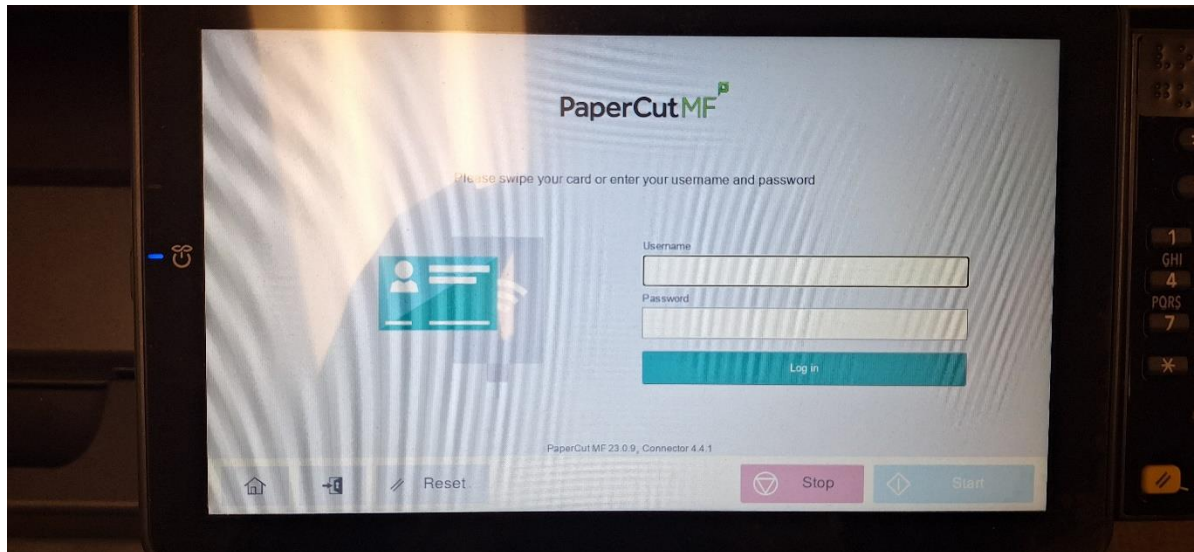
- After you swipe your badge **or** manually enter your credentials on the LCD:
  - Your **UserID** will appear in the upper right corner
 - The **pending print job(s)** will appear on the left side
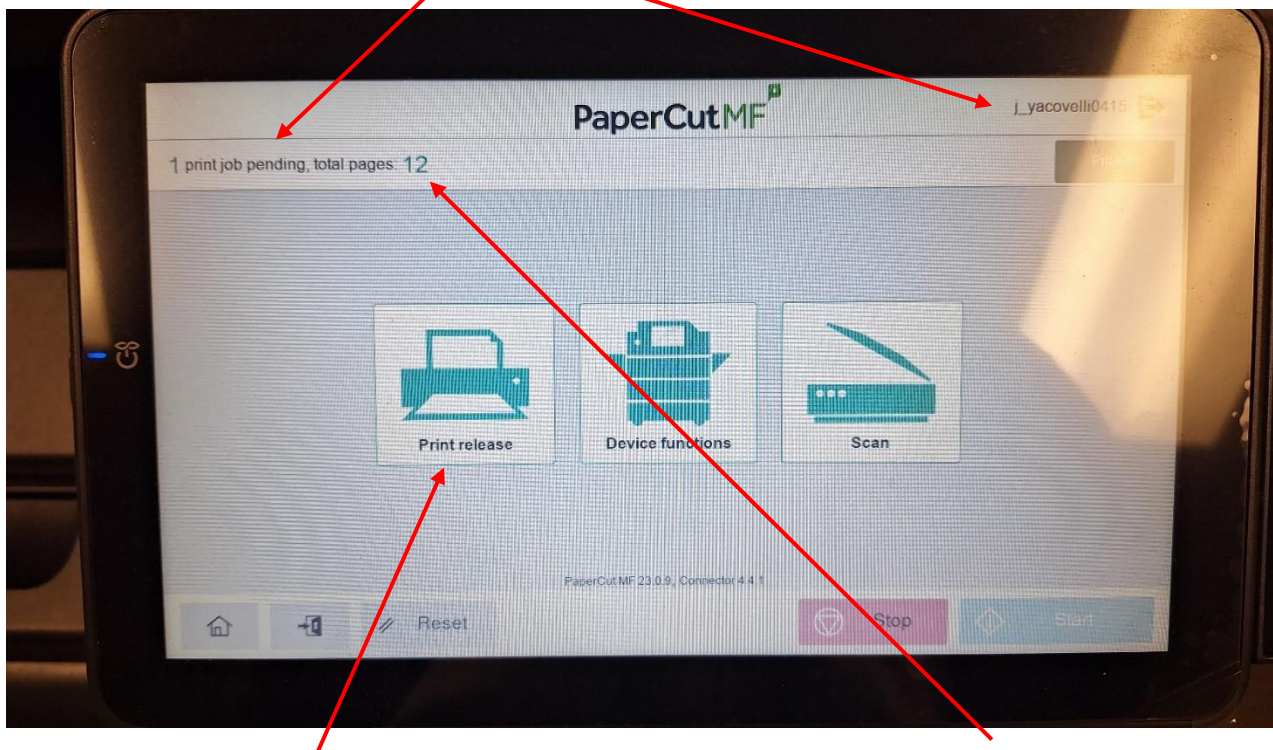
- Click on "**Print Release**" to see available print jobs (check your page count too!)

NOTE: (we will also cover "**Device functions**" and "**Scan**" a bit later in this document 👌)
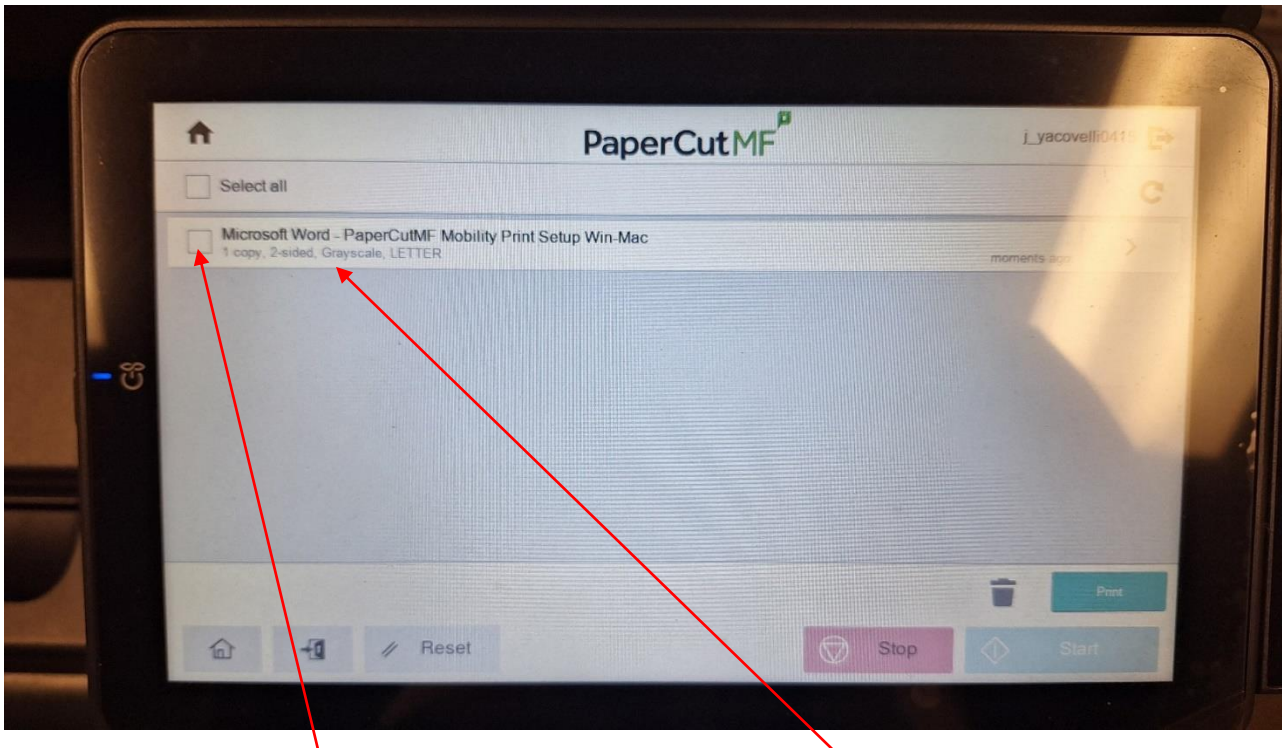
- Select your print job by clicking on the box (*see the details, 1 copy, 2 – sided, Grayscale..if those are NOT correct, then please please please 🙏don't print the job. Just correct it then resend it*)
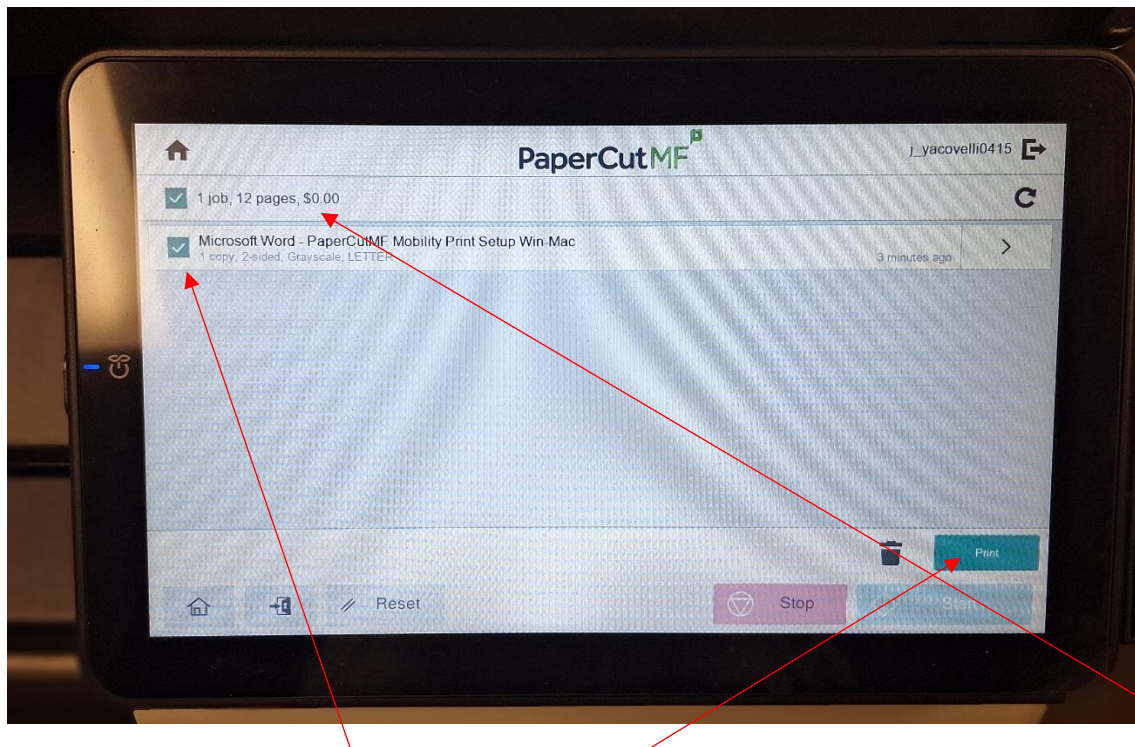
- After you select your print job, then click "**Print**" to release it to be printed (**also shows cost $$$**)

Last Updated: *Thursday, July 25, 2024*

- The *next screen* shows you that the job has been sent ("...*no print jobs pending release*")
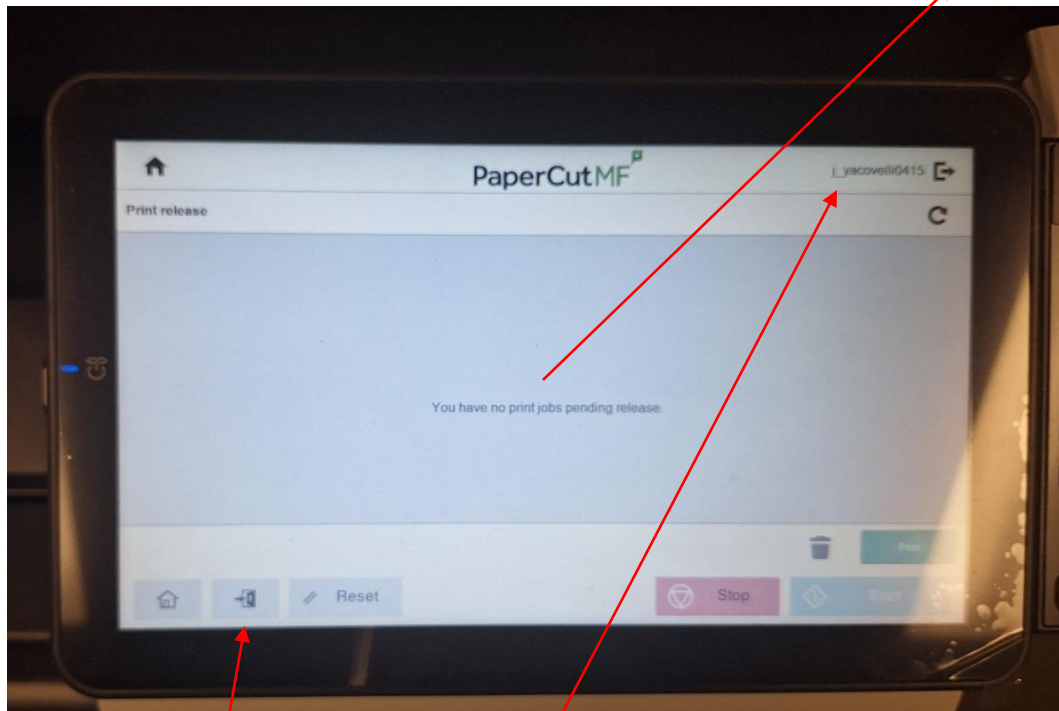
- Once you are finished, just select your **user ID** in the upper right corner to exit for the next student
- Or click the "**exit door**" icon on the bottom left corner

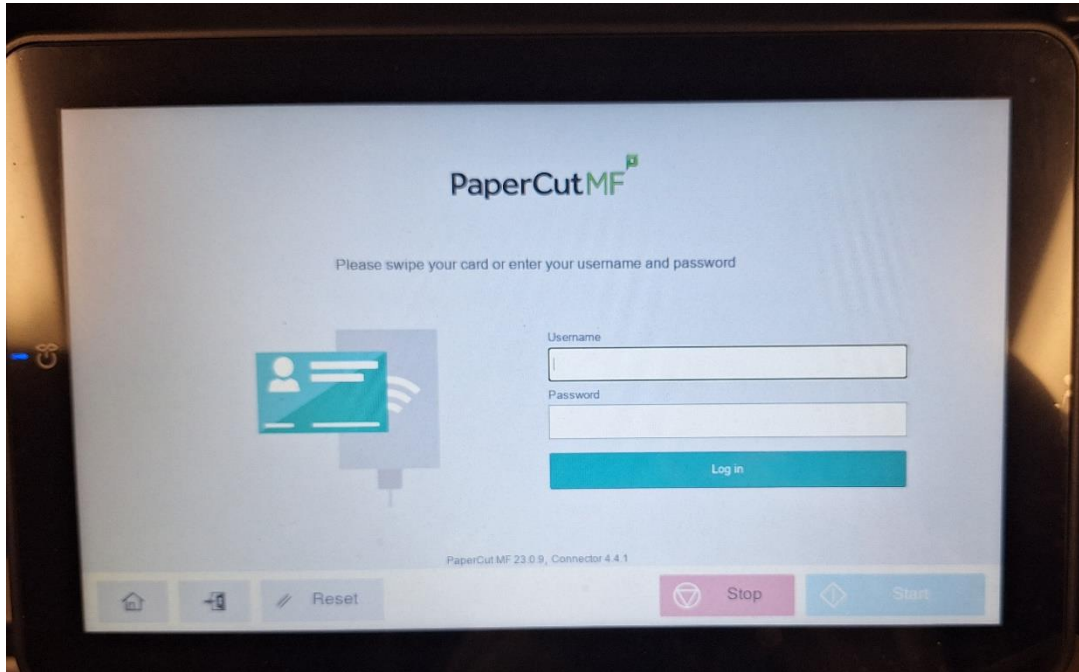You have successfully completed the process for printing to **PaperCutMF** from your laptop...congrats! 😊

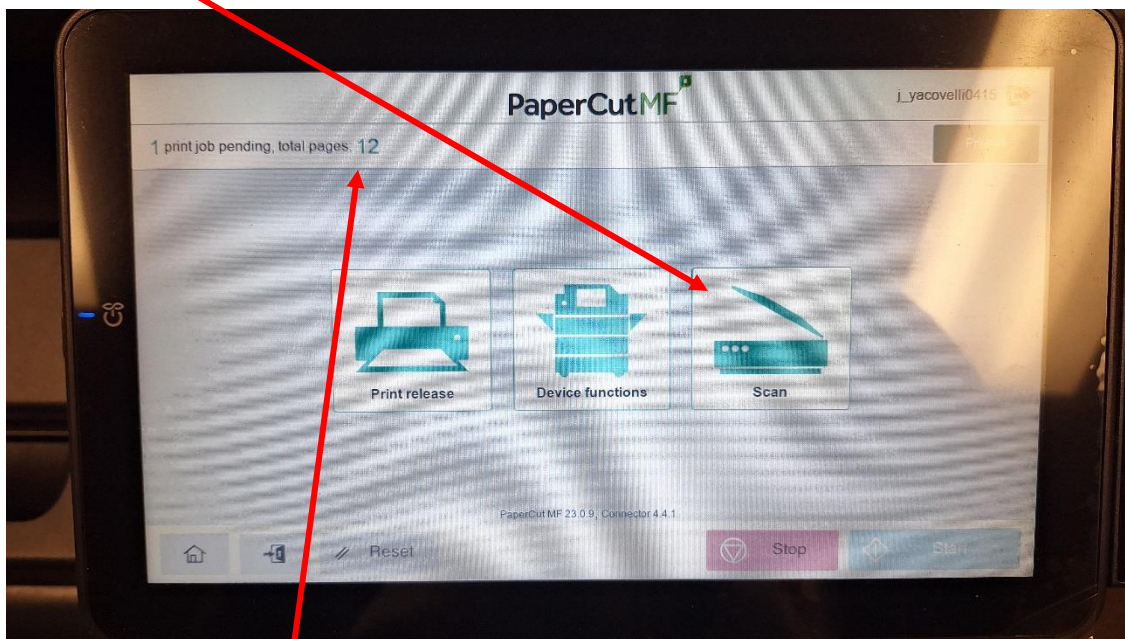**NEXT:** <mark>I will show you how to scan a document to your email address or ANY email address</mark>! 👌🤳
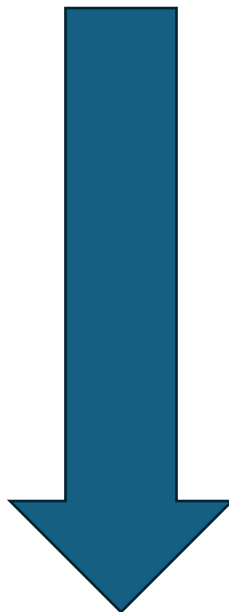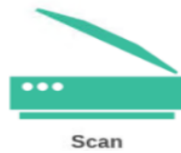
Scan

- Go to the printer and <u>swipe your badge</u> **or** type in your UserID and Campbell Network password

- Select the **"Scan"** icon

- Shows the pages you scanned as well 🖐️

Last Updated: *Thursday, July 25, 2024*
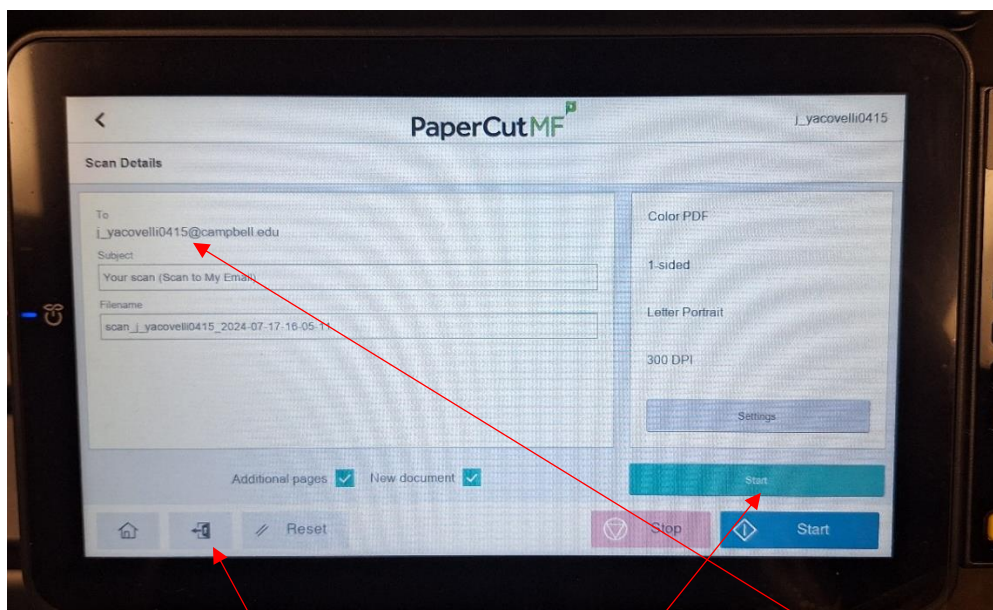
- Because you swiped your badge, **PaperCutMF** recognizes your email address
  - Now to scan a document: place it in the autotray on top of the machine
  - Or open the top and place it on the glass to be scanned
  - Once you are ready, just click **"Start"** on the screen
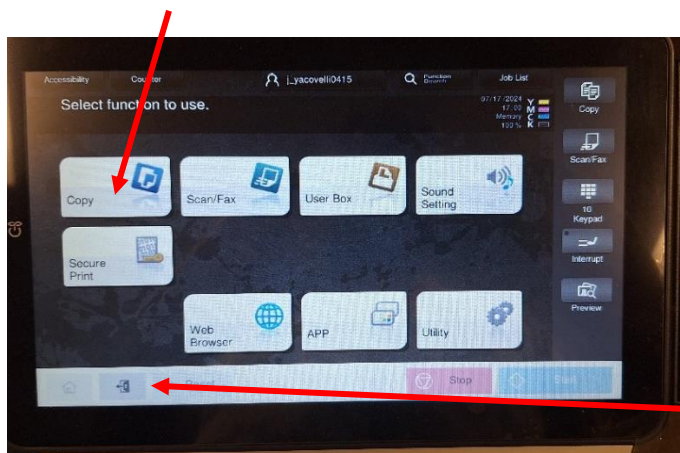 - When finished, **exit out** for the next user

    (This diagram has the MOST arrows...so, hope you are very impressed! 😵)

NEXT: We will review and demonstrate how to copy a document using the **"Device functions"** icon

If you need to copy a document(s), then you will use the **"Device functions"** icon on the printer for **PaperCutMF**

- Go to the printer and swipe your badge or type in your UserID and Campbell Network password
- Select the **"Device function"** icon to bring up the below screen (*the Konica Minolta action buttons LCD*)
- Put the documents you want to copy in the auto feeder on top of the printer or on the glass
- Click the **"Copy"** button to start the process

Please **exit out** for the next user! Thank you. 😊

Any questions\problems – feel free to stop by the IT Suite 440 or email us at lawhelpdesk@campbell.edu

Last Updated: *Thursday, July 25, 2024*