

# How to Use PaperCut for Printing

For questions or assistance, visit <https://itsupport.einsteinmed.org>

Version: 1.3

Feb 10, 2020

Authored by Einstein IT

# How to Use PaperCut for Printing

PaperCut helps keep track of your printing jobs.

1. Open the URL, **https://print.einsteinmed.org** in your browser  
The login screen for PaperCut is displayed.



Login Screen

2. Enter your AD credentials and click **Log in**

*If you cannot login with you AD credentials, contact **Montefiore IT** at **914-881-4554***

**Features available in PaperCut:**

[Summary](#)

[Rates](#)

[Transfers](#)

[Transaction History](#)

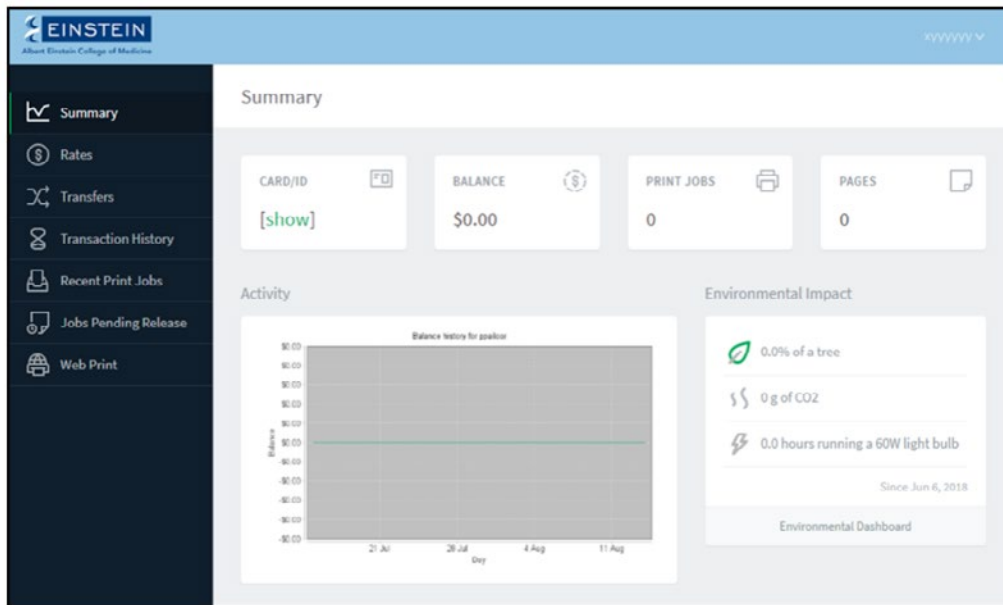
[Recent Print Jobs](#)

[Jobs Pending Release](#)

[Web Print](#)

## Summary

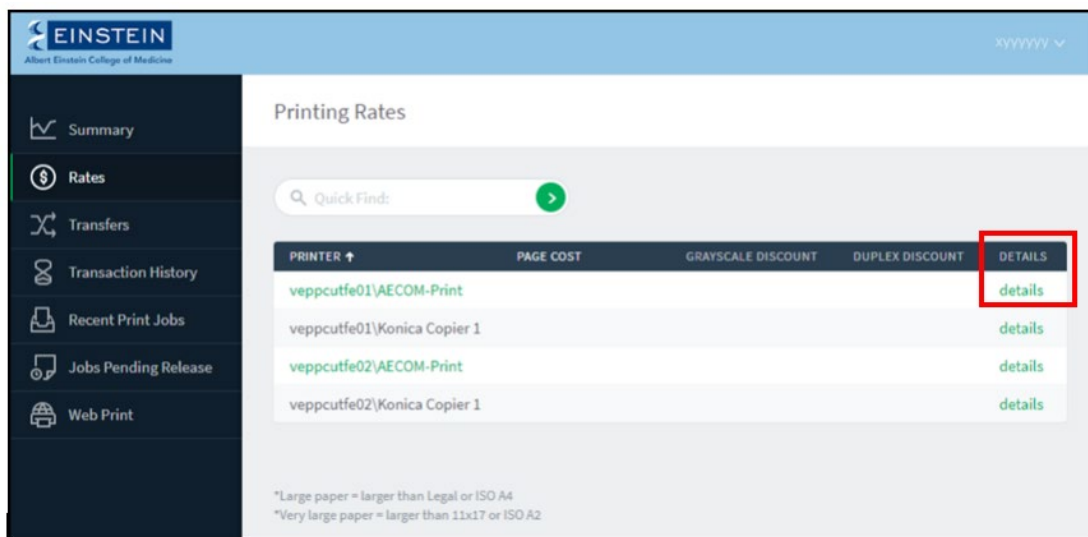
A dashboard displays the Card / ID number (if linked), summary of balance in dollars, print jobs, number of pages printed, activity graph showing the balance history, and environmental impact with a link to Environmental Dashboard for a user.



Summary screen

## Rates

View the **Printing Rates** in detail for the printers in the list.



Roll the mouse pointer over details to view rates

GRAYSCALE DISCOUNT		DUPLEX DISCOUNT		DETAILS
<a href="#">details</a>				
VEPPCUTFE01\AECOM-Print				
Size	Color	Grayscale	Color duplex	Grayscale duplex
LETTER (ANSI_A)	\$0.20	\$0.10	\$0.20	\$0.10
LEGAL (LEGAL-14)	\$0.25	\$0.15	\$0.25	\$0.15
11X17 (Ledger)	\$0.25	\$0.15	\$0.25	\$0.15
Default (other sizes)	\$0.20	\$0.10	\$0.20	\$0.10

Rates Details screen

## Transfers

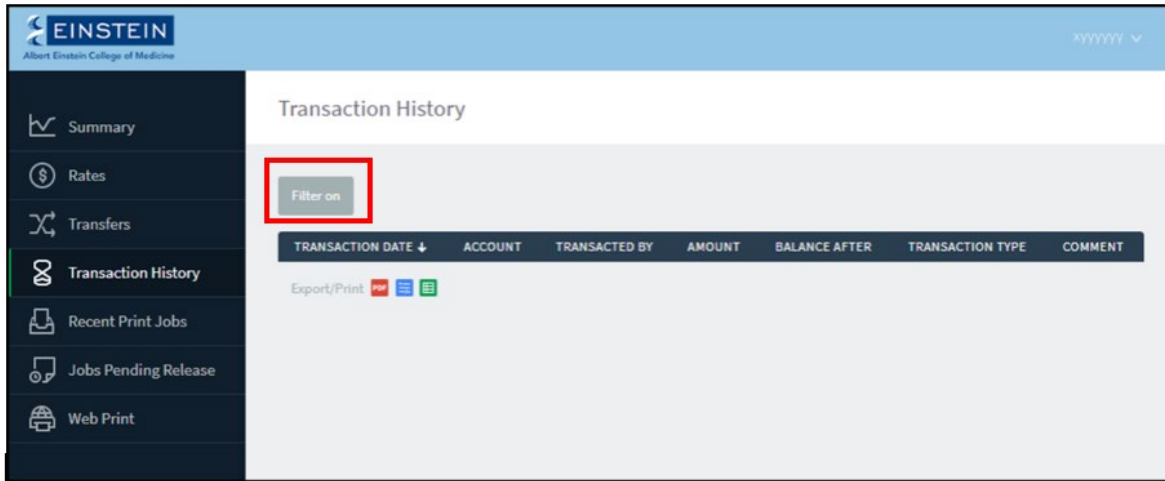
View the credit available and transfer cash to another user.  
The user must have cash/ credit balance to avail this feature.

1. Enter the amount to be transferred
2. Enter the AD credentials of the user to whom the amount is being transferred
3. Click **Transfer**

Transfers screen

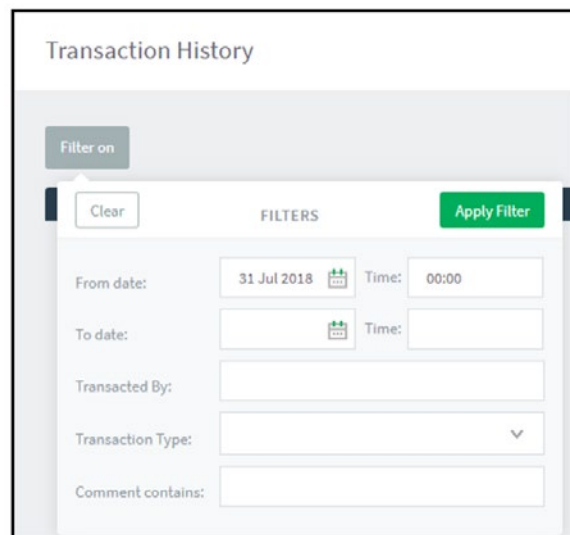
## Transaction History

Set filters and view the **Transaction logs** report projecting the transaction history.



*Transactions History screen*

1. Use the option, **Filter on** to set the filters



*Transactions History-Filter screen*

2. Click **Apply Filter**
3. Click **Export/Print** or  to export/ download the report as a pdf, html or csv file, or print

## Recent Print Jobs

Set filters and view the **Print usage report**. Export the report as a pdf, html or csv file, or print.

DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS	STATUS
Jul 3, 2018 11:52:34 AM	mmmmmm	veggcutfe01(Konica Copier 1	1 (Color: 0)	50.10	Microsoft Word - Document1	LETTER (ANSI_A) Duplex: Yes	Printed request refund
Jul 3, 2018 11:40:38 AM	mmmmmm	veggcutfe01(AECOM-Print	1 (Color: 0)	50.10	Microsoft Word - Document1	LETTER (ANSI_A) Duplex: Yes	Cancelled Not Charged
Jul 3, 2018 11:05:34 AM	mmmmmm	veggcutfe01(Konica Copier 1	2 (Color: 2)	50.00	Microsoft Word - Admin_Rights_Example	LETTER (ANSI_A) Duplex: Yes	Printed
Jun 27, 2018 10:09:25 AM	mmmmmm	veggcutfe01(Konica Copier 1	1 (Color: 1)	50.00	DirectDepositForm.pdf	LETTER (ANSI_A) Duplex: Yes	Printed

1. Use the option, **Filter** on to set filters
2. Click **Apply Filter**

An option to request refund (if applicable) is available under the column, **STATUS**.

3. Click **Export/Print** or    to export/ download the report as a pdf, html or csv file, or print

## Jobs Pending Release

View list of pending printing jobs, including the cash balance of a user.

The screenshot shows the 'Jobs Pending Release' interface. On the left is a navigation menu with options like Summary, Rates, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release (selected), and Web Print. The main content area displays 'Jobs Pending Release' with a summary: '1 job pending release with cost \$0.10' and 'Auto refresh (6) Refresh Now' (checked). Below this, it shows 'Your balance: \$1.00' and buttons for 'Release All' and 'Cancel All'. A table lists the pending job with columns: SUBMIT TIME, PRINTER, DOCUMENT, CLIENT, PAGES, COST, and ACTION. The ACTION column for the job is highlighted with a red box, showing '[print]' and '[cancel]' links.

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 22, 2018 10:36:37 AM	veppcutfe01\BW_Single_Sided	PaperCut Test Doc.pdf	Web Print	1	\$0.10	[print] [cancel]

*Jobs Pending Release screen*

1. Use the check box to apply **Auto refresh**
2. Select **print** under the column, **Action**

At the printing station, link your Einstein ID card the first time you print:

1. Scan your Einstein ID card
2. Click Yes

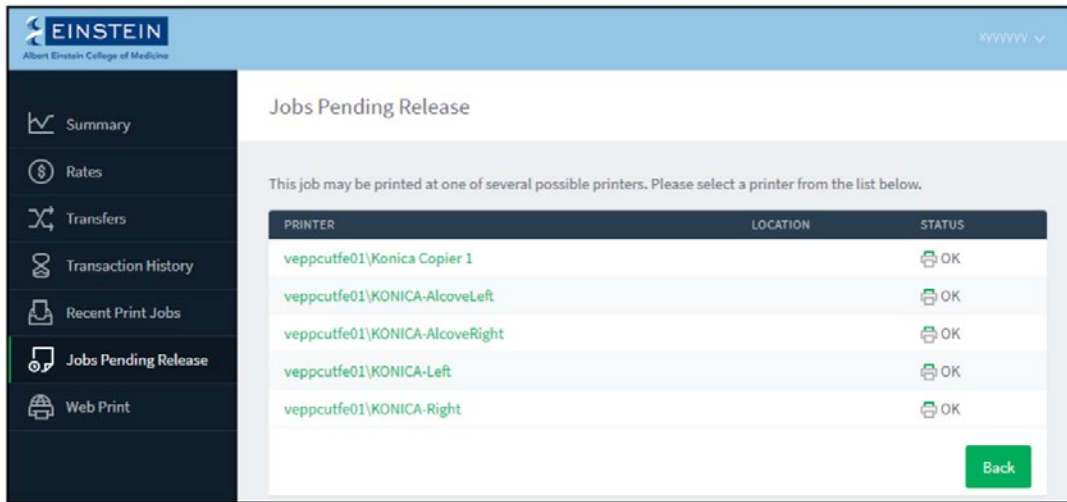
Your Einstein ID card is now linked to your AD account for printing.

3. Enter your AD credentials to log on to the printer

To release a pending print jobs:

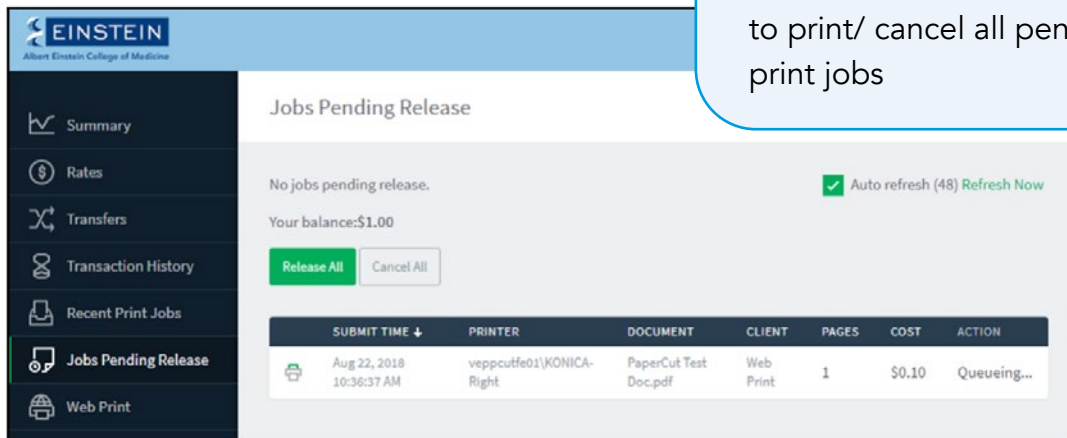
1. Scan your Einstein ID card
2. Select the desired print jobs from the queue

Select a printer from the list displayed to release a pending print job

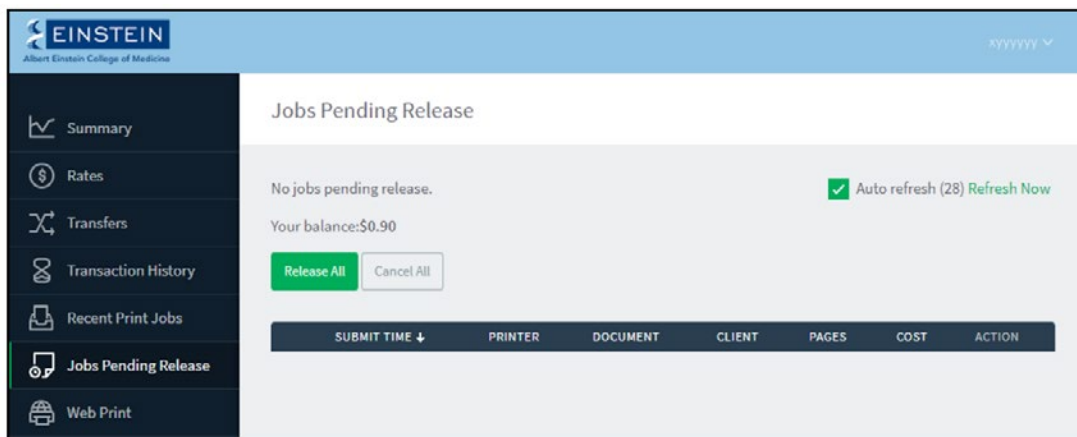


Select Printer screen

The printing release action in progress:



Printing Job Released screen



No Jobs Pending Release screen

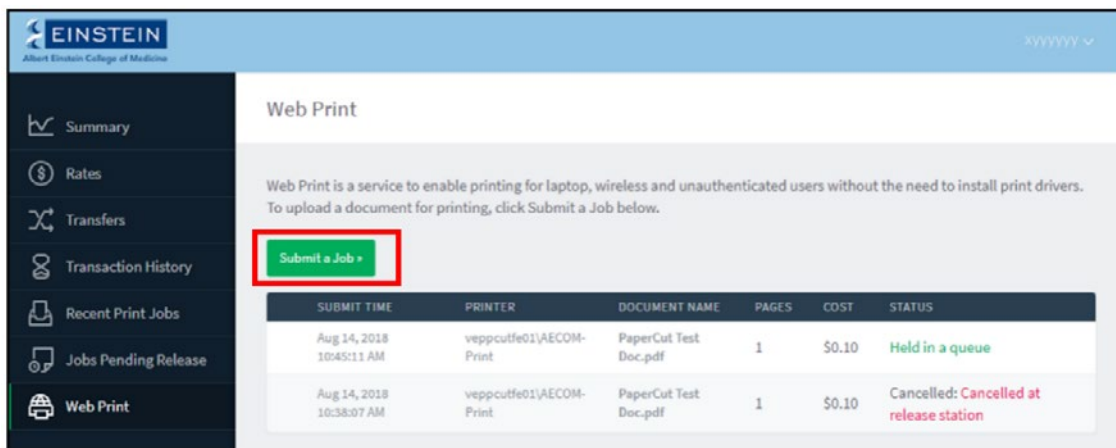


## Web Print

Enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. Select a printer, print options and upload a file either from computer or drag and drop. This feature is available on-campus and off-campus.

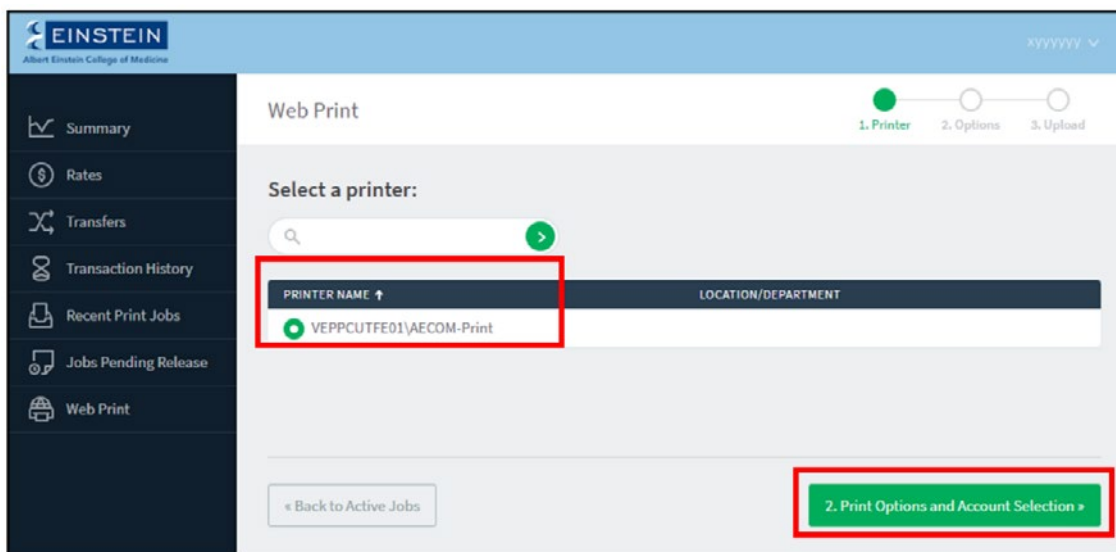
Previous print jobs are displayed in a table.

1. Click **Submit a Job** to upload a document for printing



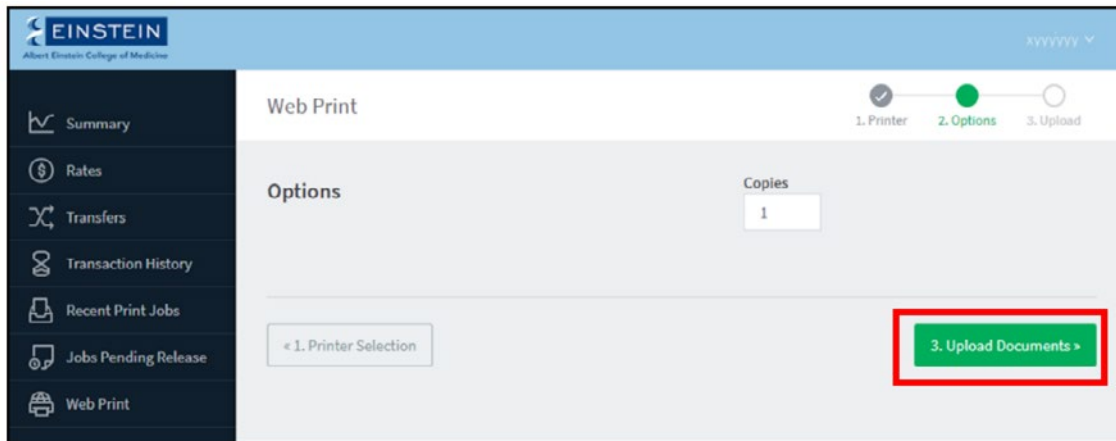
Web Print screen

2. Select the printer from the list or search for a printer



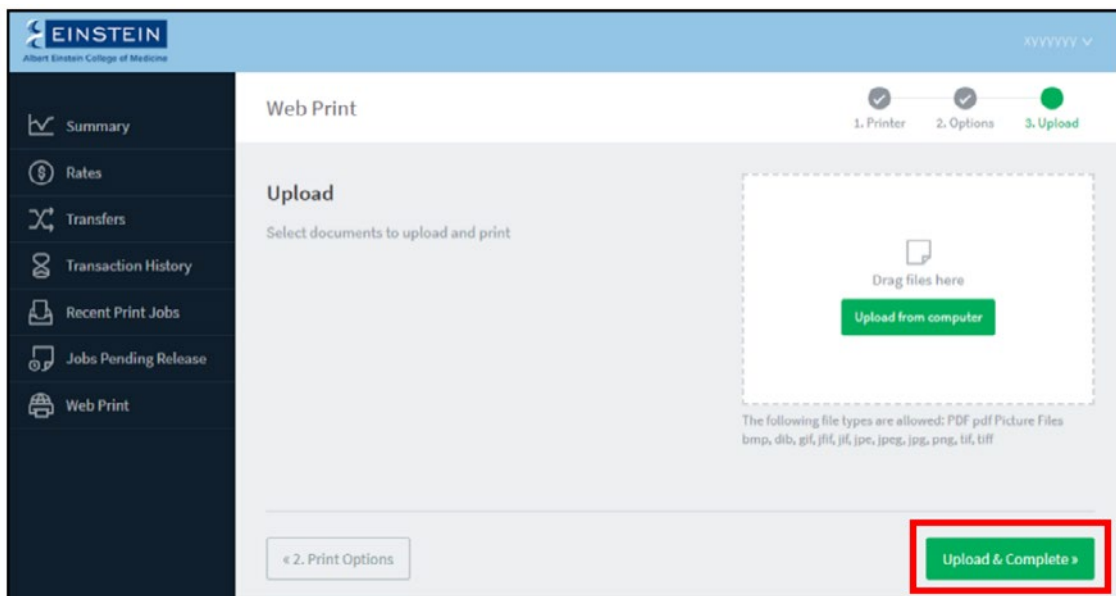
Web Print-Printer Selection screen

3. Click **2. Print Options and Account Selection**



*Web Print-Options screen*

4. Enter the number of copies to print
5. Click **3. Upload Documents**



*Web Print-Upload screen*

- File types permitted for printing via Web Print - PDF: pdf, Picture Files: bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
- You cannot print docx, xls, pptx document files via Web Print

6. To upload file from computer,
  - Click **Upload from computer**, or
  - Drag the required file to the space provide in the screen
7. Click **Upload & Complete**

A document printing job may be timed-out when waiting in hold/ release queue.  
An email is sent to the user about the approaching time-out for a printing job.

The status of the print job is displayed.

8. At the printer location of your choice, select the desired print jobs from the queue to release the pending print jobs

At the printing station, link your Einstein ID card the first time you print:

1. Scan your Einstein ID card
2. Click Yes

Your Einstein ID card is now linked to your AD account for printing.

3. Enter your AD credentials to log on to the printer

To release a pending print jobs:

1. Scan your Einstein ID card
2. Select the desired print jobs from the queue