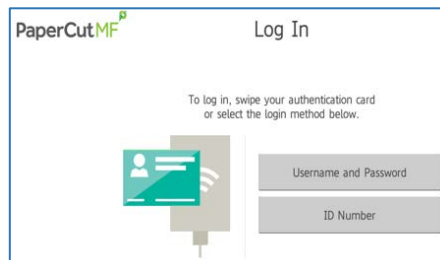


#### Sharp Multi-Function Printers and PaperCut Print Management System

Notre Dame of Maryland has multiple Sharp multi-function printers accessible to students across campus. They use the cloud-based PaperCut print management system so students can easily print to these Sharp release stations from any campus network computer, including the PCs in computer labs and classrooms.



The PaperCutMF Log In screen features the PaperCutMF logo at the top left. Below it, a message states: "To log in, swipe your authentication card or select the login method below." To the left of the login fields is an illustration of a person swiping an ID card. On the right, there are two input fields: "Username and Password" and "ID Number".

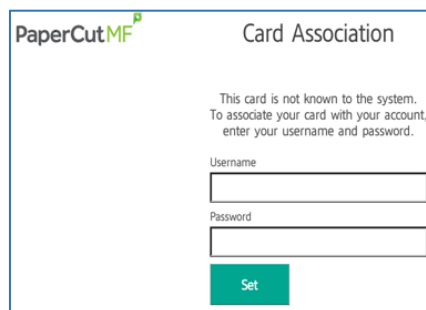
#### In this Guide Find Out How To:

- Associate ID Card
- Print
- Copy
- Scan to E-Mail

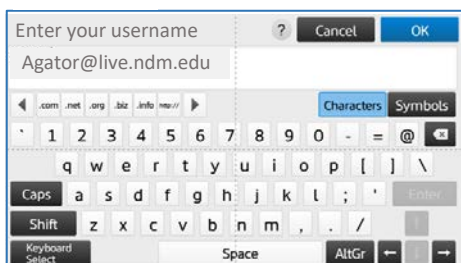
#### ID Card Swipe and Self Association

The first time you swipe your Gator Card ID at a Gator Print release station, you must 'associate' your ID card with your network account. This association allows you to use either your ID card or network login at any campus Sharp device in the future.

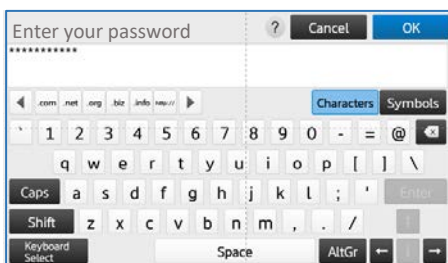
After swiping your Gator Card, log in to the PaperCut print management system (at a Sharp release station) by entering your NDMU account credentials.



The PaperCutMF Card Association screen displays the message: "This card is not known to the system. To associate your card with your account, enter your username and password." Below this message are two input fields labeled "Username" and "Password". At the bottom right is a green "Set" button.



This dialog box prompts the user to "Enter your username". The input field contains "Agator@live.ndm.edu". Below the input field is a virtual keyboard with a numeric keypad (0-9, -, =, @), a QWERTY layout, and a bottom row with Caps, Shift, Keyboard Select, Space, AltGr, and arrow keys. There are also "Characters" and "Symbols" buttons. "Cancel" and "OK" buttons are at the top right.



This dialog box prompts the user to "Enter your password". The input field shows masked characters (dots). It features the same virtual keyboard and navigation buttons as the username dialog.

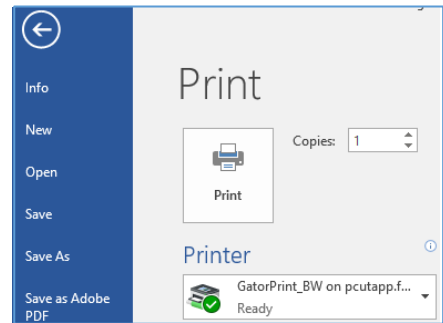
You will receive confirmation once ID card association is set. Swipe or login at any Sharp release station from now on. Note that if you get a replacement ID card you will have to complete this process again with your new Gator Card.

## Printing from Campus Computers

There are multiple Sharp multi-function printers easily accessible to students across campus:

- Caroline Hall, lower level outside Document Center
- Caroline Hall, 4th floor Room 419
- Doyle Hall, lower level outside Gator Alley
- Fourier Hall, lower level Room 009
- Fourier Hall, 2nd floor off of Gormley Gallery
- Knott Science Center, 1st floor hallway near Room 119
- Loyola Notre Dame Library (LNDL), 1st floor near elevators
- Meletia Hall, FIC lower level near Room 030
- Rice Hall, 1st floor Room 106 computer lab
- UAB, 1st floor Room 103 tech hub

1. From the application's Print menu, click **Print**.

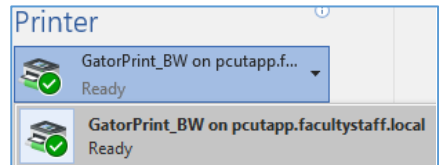


2. Select ***GatorPrint\_BW on pcutapp.facultystaff.local***.

Choose print settings, click **Print**

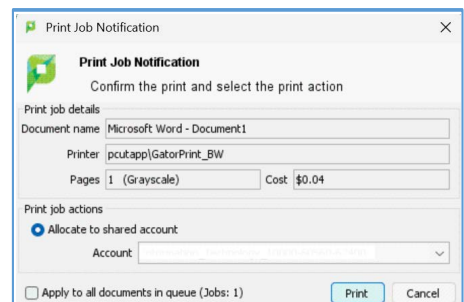
*(Default setting is double sided print/copy.)*

**NOTE: The “GatorPrint\_color” print option is no longer active for students. For color copies/prints, contact the Document Center.**



3. You will receive a pop-up print job notification from the PaperCut print manager.

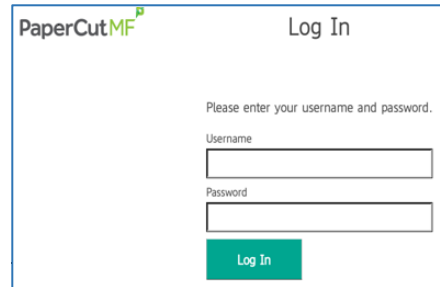
Click PRINT to confirm your document; click CANCEL to cancel your print job. After clicking PRINT you will receive an email notification from NDMU's Gator Print email account confirming your document has been sent to the queue.



## Printing from Campus Computers continued

5. Print your documents at any Sharp release station.

- Swipe your Gator Card ID or
- Login using your NDMU account credentials



The screenshot shows the PaperCutMF Log In interface. At the top left is the PaperCutMF logo, and at the top right is the text "Log In". Below the header, it says "Please enter your username and password." There are two input fields: "Username" and "Password". Below the password field is a green "Log In" button.

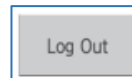
6. View and select Print Jobs.

- **Print All**
- **Print** only selected documents
- **Delete**



The screenshot shows the PaperCutMF Held Print Jobs interface. At the top left is the PaperCutMF logo, and at the top right is the text "Held Print Jobs" and a "Log Out" button. Below the header, there is a table of print jobs. The first job is "Joule Training handout". To the right of the table, there is a summary of the selected job: "Document: Untitled - N...", "Printed By: doomsa", "Time: 12:47 PM", "Client: DESKTOP-1553TLV", "Pages: 1", and "Cost: \$0.01". Below the summary are "Print" and "Cancel Job" buttons. At the bottom of the screen are "Home", "Refresh", and "Print All" buttons.

7. Press **Log Out** when finished.

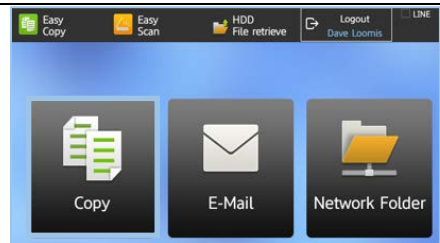


The screenshot shows a single "Log Out" button.

## Copy

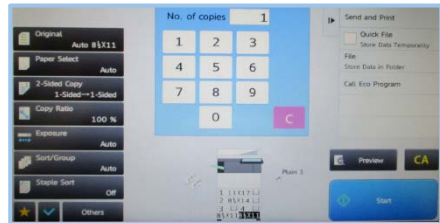
1. Swipe Gator Card or enter login credentials at any Sharp release station.

2. View account summary then press **Copy**.



3. Select Copy settings:

- Number of copies
- Original paper size
- Paper select
- Single/double side
- Ratio
- Exposure
- Sorting
- Staple



4. Select check mark to review selected copy settings:

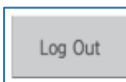


5. Select star icon to save settings as a favorite:



6. Press **Start**.

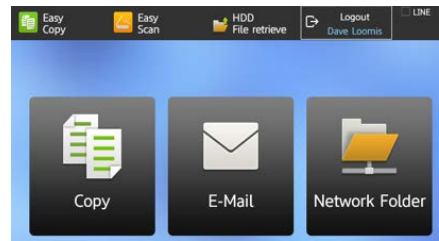
7. Press **Log Out** when finished.



## Scan to E-Mail (Send scanned documents to your email)

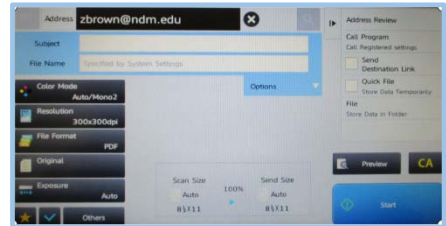
1. Swipe Gator Card or log in at any Sharp release station.

2. Select Account, Confirm Account, press E-Mail.



3. Select E-Mail settings:

- Color
- Resolution
- File format (PDF is default)
- Original send settings
- Exposure
- Email address to scan to



4. Select check mark to review selected copy settings:

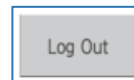


5. Select star icon to save settings as a favorite:



6. Press **Start**.

7. Press **Log Out** when finished.



## FAQs:

1. How many pages can I print/copy?

*Full-time students receive \$12 in print money per semester, and part-time students receive \$6 per semester. Each black and white page costs \$0.04 to print. Print funds are automatically added to student accounts at the start of Fall and Spring semesters. Winter and Summer semesters do NOT receive a new printing balance unless it is the student's first semester for the year. Any print funds left over from Fall or Spring semester are rolled over to Winter and Summer terms.*

2. What happens if I do not have enough funds in my student copy/print account to complete my copy/print job?

*Check your copy/print balance anytime, at any location, by swiping your ID card. If you do not have enough funds available to complete your copy/print request, you may:*

- Contact the Business Office to add funds to your copy/print account. (See FAQ #4)*
- For multiple prints jobs in queue, select the prints that fall below your balance.*

3. Will I be charged the full amount if the printer fails in the middle of my copy/print job?

*Once the job begins, the full amount will be deducted from your copy/print funds. If the unit fails to complete your copy/print job, you may request a credit by contacting the Business Office in Theresa Hall. Email: [business@ndm.edu](mailto:business@ndm.edu), phone: 410-532-5440.*

4. How do I add money to my copy/print account?

*Add money to your copy/print account by contacting the Business Office in Theresa Hall. Email: [business@ndm.edu](mailto:business@ndm.edu), phone: 410-532-5440.*

5. Can I copy/print in color or print in another format?

*For color copies/prints or specialty prints (larger print jobs, prints needing card stock or special paper, poster or other uncommon size prints), contact the Document Center in Caroline Hall, lower level at [doccenter@ndm.edu](mailto:doccenter@ndm.edu) or 410-532-5310. For more information, click here to visit their website.*

6. What happens if I do not log out of the printer?

*The printer will automatically log out of your account after 60 seconds of inactivity.*

7. What happens if I do not print documents that I sent to the GatorPrint queue?

*Documents sent to the GatorPrint queue will be held for 24 hours. After 24 hours they are automatically deleted from the system.*

8. How do I print from my personal computer or laptop to campus printers?

*Please see our guide on installing and using MobilityPrint to print from your personal device.*



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