

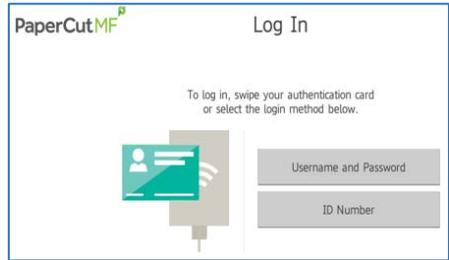
Sharp Multi-Function Printers and PaperCut Print Management System

Notre Dame introduces new Sharp multi-function (MF) printers (release station) using the PaperCut print management system.

The Sharp MF printers have replaced the Canon/Pharos print stations.

Find Out How To:

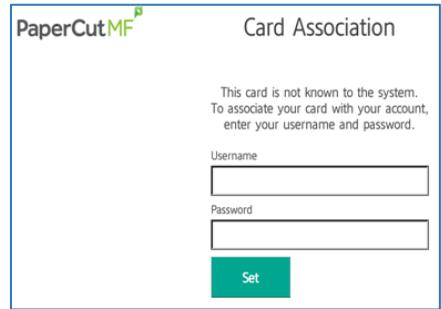
- | | |
|---------------------|-------------------------|
| ID Card Association | Scan to E-Mail |
| Print | Student Print to E-Mail |
| Copy | Scan to Network Folder |



ID Card Swipe and Self Association*

The first time you swipe your ID card, 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 Sharp release station.

Log in to the PaperCut MF print management system (at and Sharp release station), using your campus network account credentials.



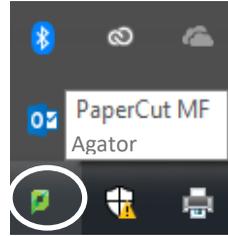
You will receive confirmation, once ID card association is set. Swipe or login at any Sharp release station.

Printing from Campus Computers

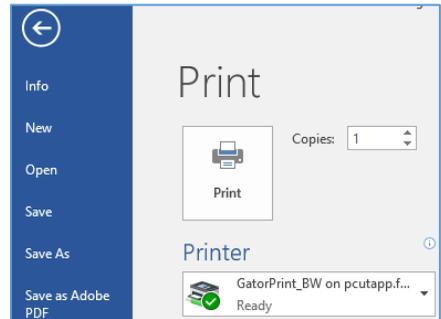
1. Students – Jump to Step 2

Faculty and Staff – First, locate PaperCut MF icon in the System Tray (bottom right corner of computer screen) to confirm PaperCut MF print client is installed on your computer.

If the PaperCut MF client has not downloaded, please reboot your computer. (You must be connected to the campus network.)



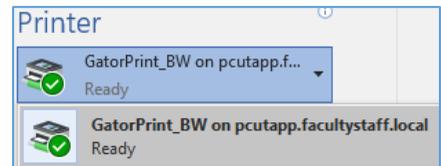
2. From the application's Print menu, click **Print**



3. Select ***GatorPrint_BW on pcutapp.facultystaff.local*** Choose print settings, click **Print**

(Default setting is double sided print/copy.)

NOTE: The “Gator Print” print option is no longer active. For color copies/prints, contact the Document Center.

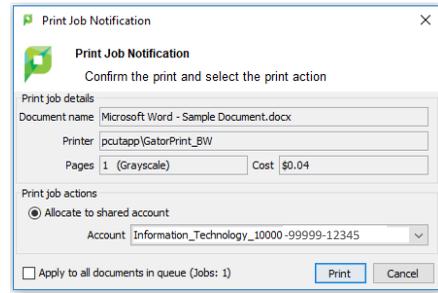


- ### 4. You will receive a quick response notification from the PaperCut MF print manager
- Students receive 'PaperCut Client_toast_notification'
 - Faculty and Staff receive 'pc_toast_notification' or release notification
 - You will also receive an email notification from NDMU's gatorprint email account

5. View Print Job Notification (Faculty and Staff only)

- document name/type
- printer queue
- number of pages
- total cost
- account allocation selection
- apply to jobs in queue

Click **Print**



The dialog box is titled "Print Job Notification" and contains the following information:

- Print Job Notification**: Confirm the print and select the print action.
- Print job details**:
 - Document name: Microsoft Word - Sample Document.docx
 - Printer: pcutapp\GatorPrint_BW
 - Pages: 1 (Grayscale)
 - Cost: \$0.04
- Print job actions**:
 - Allocate to shared account
 - Account: Information_Technology_10000-99999-12345
- Apply to all documents in queue (Jobs: 1)
- Buttons: **Print** and **Cancel**

6. Print your documents at any Sharp release station.

- Swipe your ID card (*card association), or
- Login using your campus network credentials

Student accessible Sharp release stations:

- Doyle Hall, Gator Grind
- LNDL, 1st floor
- Fourier Hall, 009
- Meletia Hall, 030 hallway
- Gibbons Hall, lower level
- Rice Hall, 106 comp lab
- Knott Science, 106
- UAB, 103 tech hub



The screen displays the PaperCutMF logo and the text "Log In". Below the logo, it says "Please enter your username and password." There are two input fields: "Username" and "Password". A green "Log In" button is located at the bottom right of the form.

7. View and select Help Print Jobs

- **Print All**
- **Print** selected documents, or
- **Delete**

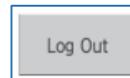


The screen displays the PaperCutMF logo and the text "Held Print Jobs". There is a "Log Out" button in the top right corner. Below the logo, there is a list of print jobs:

- Document: Untitled - N...
- Printed By: gloomis
- Time: 12:47 PM
- Client: DESKTOP-MS33TLV
- Pages: 1
- Cost: \$0.01

Below the list, there are buttons for "Print" and "Cancel Job". At the bottom of the screen, there are buttons for "Home", "Refresh", and "Print All".

8. Press **Log Out** when finished

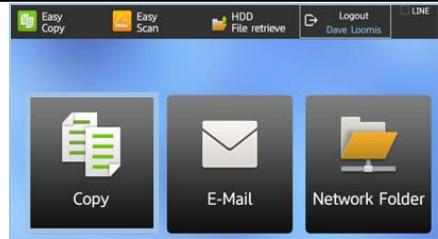


A rectangular button with the text "Log Out" in the center.

Copy

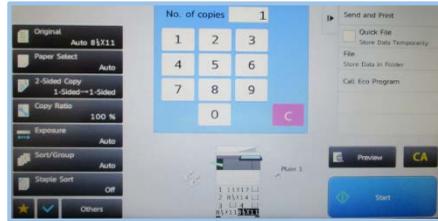
1. ID Card swipe or log in at any Sharp release station

2. Students: View account summary then press **Copy**
Faculty and Staff: Select Account, Confirm Account, press **Copy**



3. Select Copy settings:

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



4. Select to review selected copy settings

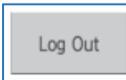


5. Select to save settings as a favorite



6. Press **Start**

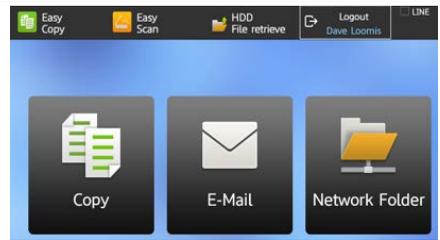
7. Press **Log Out** when finished



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

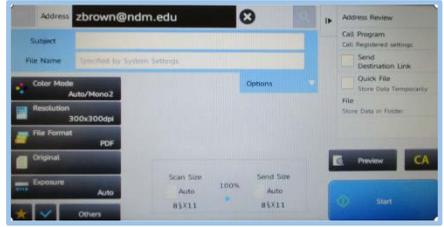
1. ID Card swipe or Log in at any Sharp release station

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



3. Select E-Mail settings:

- Color
- Resolution
- File format (PDF is default)
- Original send settings
- Exposure



4. Select to review selected copy settings

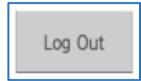


5. Select to save settings as a favorite



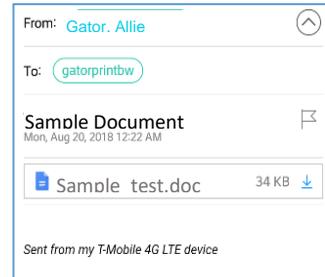
6. Press **Start**

7. Press **Log Out** when finished

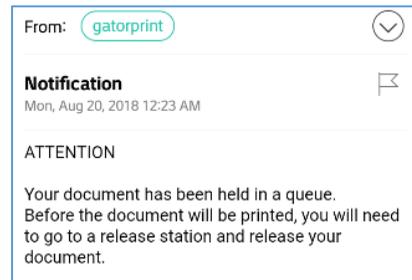
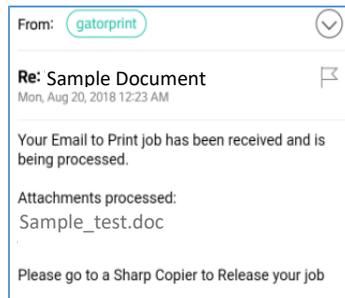


Student Print to Email (*Print from your mobile device - Go-live in Fall semester*)

1. Log in to your Notre Dame email account
Prepare email/email attachment
2. Send to: GatorPrintbw@ndm.edu



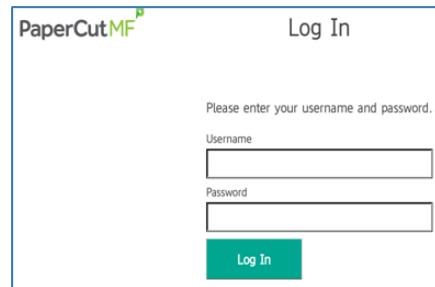
3. Receive process confirmation email and Receive notice to print at release station



4. Release your documents at any Sharp release station
 - Swipe your ID card (*card association), or
 - Login using your campus network credentials

Student accessible Sharp release stations:

- Doyle Hall, Gator Grind
- LNDL, 1st floor
- Fourier Hall, 009
- Meletia Hall, 030 hallway
- Gibbons Hall, lower level
- Rice Hall, 106 comp lab
- Knott Science, 106
- UAB, 103 tech hub



5. View and select Help Print Jobs
 - **Print All**
 - **Print** selected documents, or
 - **Delete**



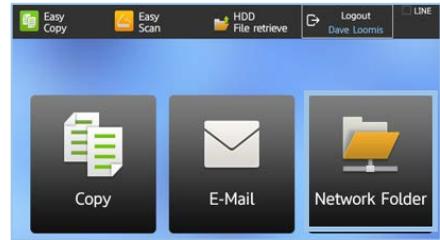
6. Press **Log Out** when finished

Log Out

Scan to Network Folder (*limited to select departments*)

1. ID Card swipe or Log in at any Sharp release station

2. Select Account, Confirm Account, press Network Folder



3. Select Network Folder settings:

- Color
- Resolution
- File format (PDF is default)
- Original send
- Exposure



4. Select to review selected copy settings



5. Select to save settings as a favorite



6. Press **Start**

7. Press **Log Out** when



Use the Home button at any time to return to the Home screen.



FAQ's:

1. 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 #2)*
**For multiple prints jobs in queue, select the prints that fall below your balance.*
 2. Will I be charged the full amount if the printer fails in the middle of my copy/print job?
Once the jobs 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 Gibbons Hall, room 102, email: business@ndm.edu, phone: 410-532-5367.
 3. How do I add money to my copy/print account?
Add money to your copy/print account by contacting the Business Office in Gibbons Hall, room 102, email: business@ndm.edu, phone: 410-532-5367.
 4. Can I copy/print in color?
For color copies/prints or specialty prints (larger print jobs or poster size prints), contact the Document Center in Gibbons Hall, lower lever, doccenter@ndm.edu or 410-532-5310.
 5. What happens if I print to the wrong print queue (i.e. _Color instead of _BW)?
If you select the wrong print queue, your computer will reflect the queue you have chosen, however when you print your job, the system will recognize the characteristics of the job, (i.e. color or black and white) and charge accordingly.
 6. What happens if I do not log out of the printer?
The printer will automatically log off after 60 seconds of inactivity.
 7. What happens if I do not print documents that I sent to the GatorPrint_bw queue?
Documents sent to the GatorPrint_bw queue will held (Held Print Jobs) for 24 hours. After which, they are automatically delete from the system.
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