User Instruction

Botany Print Service – use Ricoh printer from Windows Computer

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Pre-Installation

Pre-check List

Network Connection:

To print to any of the four Ricoh printers, you need connect to the UBC networks. This includes any UBC building local area networks, ubcsecure wireless networks and ubcprivate wireless networks. If you are connected to non-UBC networks, you can turn on UBC myVPN, and then you will be able to print.

Please check <u>https://it.ubc.ca/services/email-voice-internet/myvpn</u> for more details about UBC myVPN connection.

Supported Windows Operating System Versions: Windows 7/ 8/8.1/10

Help with finding your version: http://windows.microsoft.com/en-ca/windows/which-operating-system

CWL Account registration and speedchart association

To print to any of the four Ricoh printers, you need have your CWL account registered with our PaperCut system, and have at least one speedchart associated with your account. Based on lists received from Botany and Zoology, we have registered most staff and faculty members in both departments with the PaperCut system. To register your account or verify your account status, please contact us by sending email to <u>helpdesk@botany.ubc.ca</u>.

Ricoh printer locations

- BioSci 3200 (outside of the Botany main office)
- BioSci 4213 (Zoology mailroom)
- Wesbrook 220A
- DH Copp 2604 (Biology Office)

Cost

- 7 cents per page for black and white print out
- 12 cents per page for color print out

Reference: http://it.botany.ubc.ca/it-services-and-resources/print-services/

Installation

Overview

The installation requires you to perform the following operations:

- 1. Download and install PaperCut Client App
- 2. Add the Ricoh printer(s) as shared printer(s)
- 3. Test the printer(s)

Note: If you are using Windows 7 or newer operating system, the driver for the Ricoh MP C6004 printer will be automatically downloaded and installed when you add it as a shared printer. We don't provide support for Windows Vista or older OS anymore. You can go to <u>https://www.ricoh.ca/en/support-and-download</u> and search for available Ricoh printer drivers for older operating system.

Download and Install PaperCut Client App

- 1. Open Windows Explorer.
- 2. Type in <u>\\bota-sprnp1.ead.ubc.ca\PCClient\win</u> in the address bar as shown below, then push "Enter" key.



3. Run the "client-local-install.exe" installation file by double click it.

Network 🕨 bota	-sprnp1.ea	d.ubc.ca ▶ PCClient ▶ win ▶			
ile Edit View Tools Help					
Organize 🔻 Burn New fo	lder				
🚺 Downloads	*	Name	Date modified	Туре	Size
Recent Places	_	Gadgets	10/21/2016 11:40	File folder	
Creative Cloud Files		📔 lib	10/21/2016 11:40	File folder	
V Dropbox		🐌 runtime	10/21/2016 11:40	File folder	
Personal Content		🛱 client-local-install	10/13/2016 2:40 PM	Application	561 KB
Loogle Drive		config.properties	10/21/2016 11:40	PROPERTIES File	9 KB
Deskton		config.properties.tmpl	10/21/2016 11:40	TMPL File	9 KB
Desktop		🚳 msvcp120.dll	10/13/2016 2:40 PM	Application extens	645 KB
Documents		🚳 msvcr100.dll	10/13/2016 2:40 PM	Application extens	756 KB
		msvcr120.dll	10/13/2016 2:40 PM	Application extens	941 KB
Pictures		P pc-client	10/13/2016 2:40 PM	Application	352 KB
Videos		pc-client.lap	10/13/2016 2:40 PM	LAP File	1 KB
🔒 John	E	💕 pc-client-admin-deploy	10/13/2016 2:40 PM	Windows Installer	132 KB
E Computer		pc-client-java	10/13/2016 2:40 PM	Application	352 KB
🛛 🏭 Local Disk (C:)		pc-client-java.lap	10/13/2016 2:40 PM	LAP File	1 KB
DVD RW Drive (D:)		pc-client-local-cache	10/13/2016 2:40 PM	Application	112 KB
> 👝 New Volume (E:)		version	10/13/2016 2:40 PM	Text Document	1 KB

4. Click "Run" then Yes to the security prompt (Windows 7/8/10)



5. Follow the prompt message and install the client. The basic procedure: Click Next, Agree, Install to Default Path, Local Install (For all users), Install, Finish.

😼 Setup - PaperCut MF Client	↔ – □ ×
1/10	Welcome to the PaperCut MF Client Setup Wizard
	This will install PaperCut MF Client 15.3 on your computer.
	It is recommended that you close all other applications before continuing.
	Click Next to continue, or Cancel to exit Setup.
	Next > Cancel

6. PaperCut client login window will pop out for the first time asking you to login, as shown below. Please enter your UBC Campus Wide Login (CWL) username and password, check the box besides "Remember my identity", then click "OK" to close the pop out window for now. The PaperCut client app will prompt you to enter CWL credentials again when you print to our Ricoh printers.

	Login	
Login Your logi	papercut.c	com
Please log in Username:	using your network username and password to confirm your identity.	
Password:	Remember my identity	
	Cancel OK	

7. If you see an error of "Invalid username or password", please try to enter your CWL ID and password again. If you keep getting this error, you may not have your CWL account registered with the PaperCut system. Please contact us at <u>helpdesk@botany.ubc.ca</u> to find out.



Add the Ricoh printer(s) as shared printer(s)

- 1. Open Control Panel.
- 2. Click on "Devices and Printers".
- 3. Click "Add a Printer"



4. Click "Add a network, wireless or Bluetooth printer", then click "Next"



5. Windows 7/8/10 users please click the "The printer that I want isn't listed" as shown below.

Choose a device or prin	nter to add	to this P	C			
MP620 series _E87920 Printer	EE11393		NPI34085F (HP Co CP2025dn) Printer	lor LaserJet	^	
NPI7CCAEB (HP Laser Printer	rJet P2055dn)		NPI8DA38D (HP La Printer	aserJet P2055dn)		
NPI8DB789 (HP Color CP3525) Printer	r LaserJet		NPI900B11 (HP Col CP2025dn) Printer	or LaserJet	~	
The printer that I want isn't listed						
				Next	Canc	el

6. Select "Select a shared printer by name", enter shared printer name as shown below. \\bota-sprnp1.ead.ubc.ca\botanyoffice,

\\bota-sprnp1.ead.ubc.ca\zoologyoffice,

\\bota-sprnp1.ead.ubc.ca\wesbrook220a,

\\bota-sprnp1.ead.ubcca\biologyoffice

Or the virtual hold/release printer \\bota-sprnp1.ead.ubcca\holdrelease for you to print confidential documents. Note: you can release your print jobs to the virtual holdrelease printer at any of the four Ricoh printers.

Click Next, Click Next, and Finish.

G 🖶 Ad	d Printer
 Bro Seletion 	wse for a printer
⊚ Ada	\\bota-spmp1.ead.ubc.ca\ Browse \\bota-spmp1.ead.ubc.ca\biologyoffice \\bota-spmp1.ead.ubc.ca\biologyoffice \\bota-spmp1.ead.ubc.ca\bioldrelease \\bota-spmp1.ead.ubc.ca\biologyoffice \\bota-spmp1.ead.ubc.ca\biologyoffice
	Next Cancel

- 7. You will now have a printer called "botanyoffice on bota-sprnp1.ead.ubc.ca" or one of these depends on what printer is selected to add.
 - "zoologyoffice on bota-sprnp1.ead.ubc.ca"
 - "wesbrook220a on bota-sprnp1.ead.ubc.ca"
 - "biologyoffice on bota-sprnp1.ead.ubc.ca"
 - "holdrelease on bota-sprnp1.ead.ubc.ca"

As shown below.



Test the Printer(s)

- 1. Open any document or web page
- 2. Choose to print like you would normally do
- 3. Select one of the Ricoh printers (botanyoffice, zoologyoffice, biologyoffice, wesbrook220a, or holdrelease)
- 4. Here you are able to change and/or save your Printing Preferences, such as 2 sided printing, black and white/color, staple/hold punch, etc.

General Select	t Printer Microsoft Print to PDF Microsoft XPS Document MSI PRINT on ussenancer	Writer	🚍 Send To OneNote 🚍 Send To OneNote	= 16 = 2013				
<	🖶 Printing Preferences							×
Sta	Frequently Used Settings	Detailed Settings	Configuration/About					
Lo. Co	Current Setting	0	ne Click Preset List:] [Job Type:	~	Details	
Pa © C			1 sided		Document Size: Letter (8.5° x 11") ∨ ↓ Print On: Same as Original Size ∨	Orientation	Portrait Landscape	
	Localdara		2 on 1 (2 sided)	Œ	Paper Type:) Plain & Recycled V	Input Tray: Auto Tray S	elect	~
	Document Size: Letter (8.5" x 11") Print On:				Layout:	Page Order: Off		~
	Reduce/Enlarge: Fit to Print Size		B & W (2 sided)	6	원 선과 Long Edge Bind(Open to Left/Top Booklet:) ~		
	Settings Summar	ſŶ	Unregistered Y					_
	Register Current Se	ttings	Expand list >> Manage		Color/ Black and White:	Copies:(1 to	999)	
				1		ж	Cancel He	٤lp

5. If you print from Chrome or Adobe, we recommend using the "Print using system dialog" feature to view all of the available copier features, as shown below.

Print Total: 5 sheet	it-Dotany.sites.oit.ubc.ca/mes/2016/11/Ric	on-Couve-Multifunction-Printer-Setup-Documents.pat
	Print Cancel	Ricoh C6004 Multifunction Printer Setup Documents
Destination	Canon MF4800 Series U	Download printer driver at <u>https://www.rkch.ca/en/support-and-download</u> Support & Downloads News appropriate argive
Pages	 All 	
	e.g. 1-5, 8, 11-13	wom) a
Copies	1	or
Paper size	Letter	Find your downloads (anyon with a set to see a set to set
Options	🕑 Fit to page	or
_	✓ Two-sided	Find your downloads
Print using sy	stem dialog (Ctrl+Shift+P)	Venetiede dinnes minimum and venetiet — Just et minimum present dans in executive minimum presented.
		Alter to Intel Alters)

6. Once print options are chosen, you may print your document. After clicking "Print", you will see a dialog pop-up within a few seconds, depending on the network speed and age of your PC.

📮 Login		23
Display Strength Former	Par login credentials are required for printer access.	apercut.com
Username:	your cwl	
Remember:	Until I logout	•
	ОК	Cancel

This is the login for PaperCut to authenticate and identify who you are. Enter your CWL username in the username field and your CWL password in the password field. Also you can choose the option for how long the system shall remember your CWL credentials. Select the option in the "Remember" field by clicking the drop down arrow.

7. Successful authentication will bring up a Print Job Notification pop-up. It shows the document name you are printing, which printer is the print job send to, the number of pages of the document and the cost of the print job. You select the account/speedchart you want for the print job by clicking the drop down arrow at the "Account" field. Then click "Print".

If you print to any of the four Ricoh printers, you can now walk over to it and pick up your printouts.

Print Job No	tification	×
Prin	t Job Notification	papercut.com
Co	onfirm the print and select the print action	
Print job details		
Document name	Microsoft Word - Papercut - Ricoh Copier - Quickstart	Guide - MacOSX
Printer	bota-sprnp1\botanyoffice	
Pages	14 (Color: 14) Cost \$1.68	
Print job actions		
Ocharge to s	hared account	
Ac	count Botany\CMOC - Botany IT	•
Apply to all d	ocuments in queue (Jobs: 1) Print	Cancel

Note: steps below are only applicable if you print to the holdrelease virtual printer.

If you print to the holdrelease virtual printer, an ATTENTION pop-up will show. Depends on your operating system, you may see one of the three types of ATTENTION pop-ups as shown below.
 You need to walk over to any of the four Ricoh printers, login by tapping your UBC Card/entering your employee ID/entering your CWL ID & password, then release your print job.

00	PaperCut MF - Message
p	ATTENTION Your document has been held in a queue. Before the document will be printed, you will need to log into the web interface provided or a release station and release your document. OK
	Message × ATTENTION Your document has been held in a queue. pc-client.exe
	PaperCut MF ATTENTION Your document has been pc-toast-notify

Note: All print jobs to the holdrelease virtual printer will be held for 24 hours then cleared from the system. If you forgot to release your print job at any of the four Ricoh printers within 24 hours, you will have to print your document again. For details about how to login to our Ricoh printers, please read the <u>Ricoh Copy/Scan Quick</u> <u>Start Guide</u>.

9. Once you login to any of the four Ricoh printers, you will see the first screen as shown below. You can either touch the "Print all" button to release all hold jobs (circle 1), or touch the "Print release" button for more options (circle 2).



10. If you touch the "Print release" button in step above, you will see the second screen with a list of print jobs hold under your account. You need touch the check box in front of the job to select it (circle 1), then you can either print the selected job(s) (circle 2), or delete the selected job(s) (circle 3).

	RICOH			0
PaperCut MF	Host Name: RNP002673CAE546			(
PaperCutMF [®] Print release Shang, Sean Log out		t		
2 jobs selected Print	3	39 pages	\$4.18	0
Microsoft PowerPoint – papercut_prese	ntation_Feb2017.pptx	22 pages	\$2.14	>
Microsoft Word – Papercut – Ricoh MFP	– Quickstart Guide – Windows	17 pages	\$2.04	>
Ricoh_copy_scan_Quickstart_guide.pdf		5 pages	\$0.60	>
				1

11. In the end, please pickup your printouts, then touch the "Log out" button.