

# PaperCut Print System: User Guide

## Overview

There are 130x Ricoh Multi-function Devices (MFDs) available on the UK campuses (Edinburgh, Borders and Orkney), which are available for students and staff to print, copy or scan.

Taught students have a limited free but restricted quota, which is reset at the start of each academic year (UGT: £15 and PGT: £30). This can be topped-up using the [Add Credit](#) option in the [PaperCut User Portal](#).

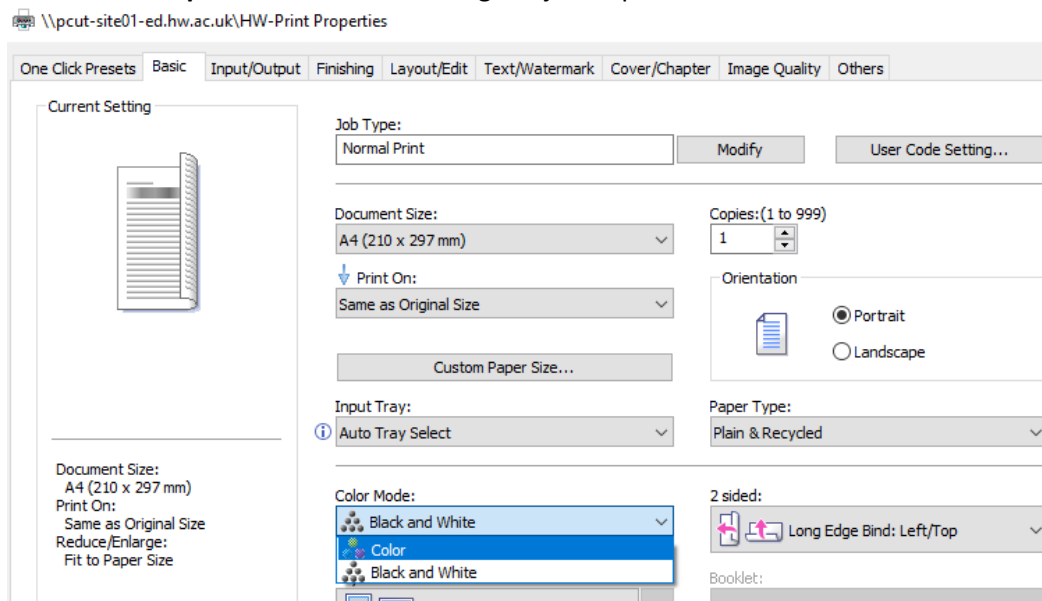
Staff and PGR students have unrestricted accounts

*Please note that all (staff/student) printing, copying and scanning is logged for reporting purposes.*

Further information including per-page print costs can be found here - [Print/copy/scan - Heriot-Watt University \(hw.ac.uk\)](#)

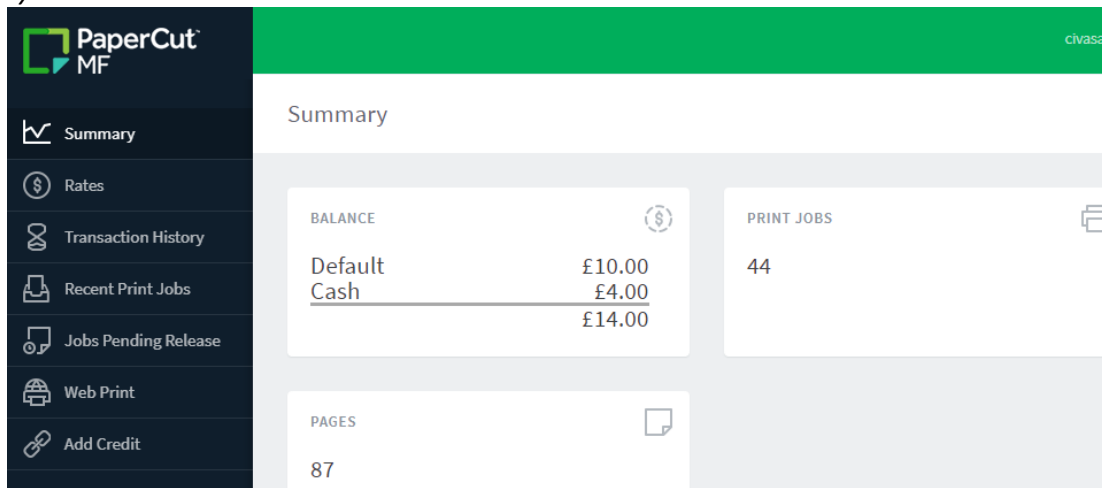
## Desktop Printing

HW managed desktops and laptops (LAN connected) will have the "HW-Print" printer automatically connected, which defaults to B&W and double-sided, so if you want to override to colour or single-sided, you need to change the **Printer Properties** before submitting the job to print



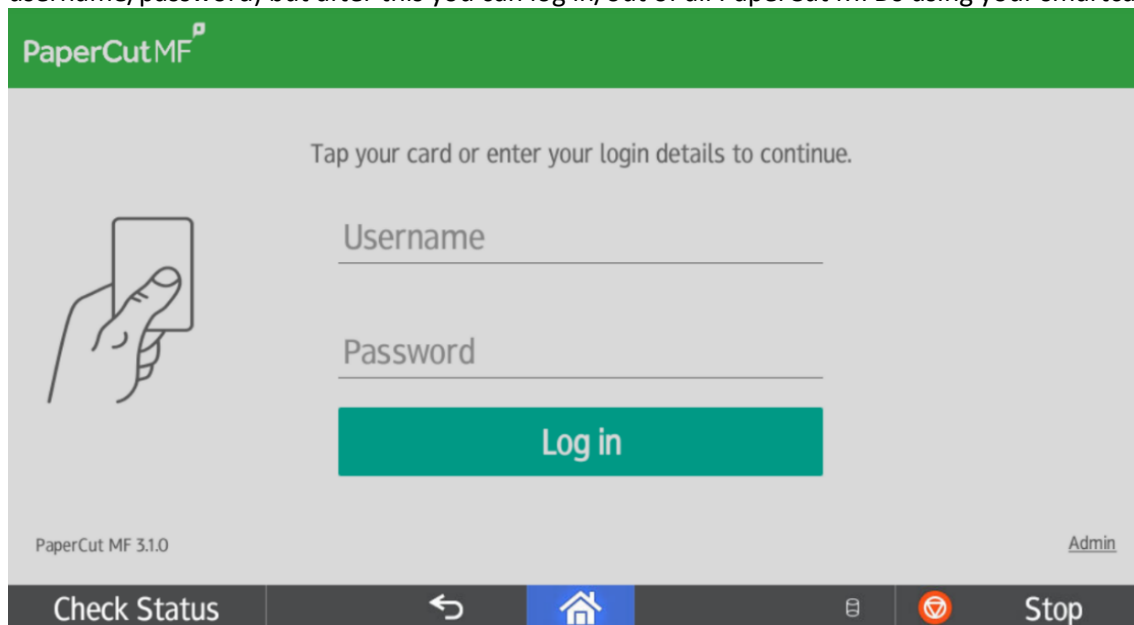
## PaperCut User Portal

The [PaperCut User Portal](#) can be used to review your historical print jobs and jobs that are pending release but students and external users can also monitor their remaining print quota and add credit to their balance via online payment. *The Default balance is your free quota and cash balance is the one you top-up via the online payment system*

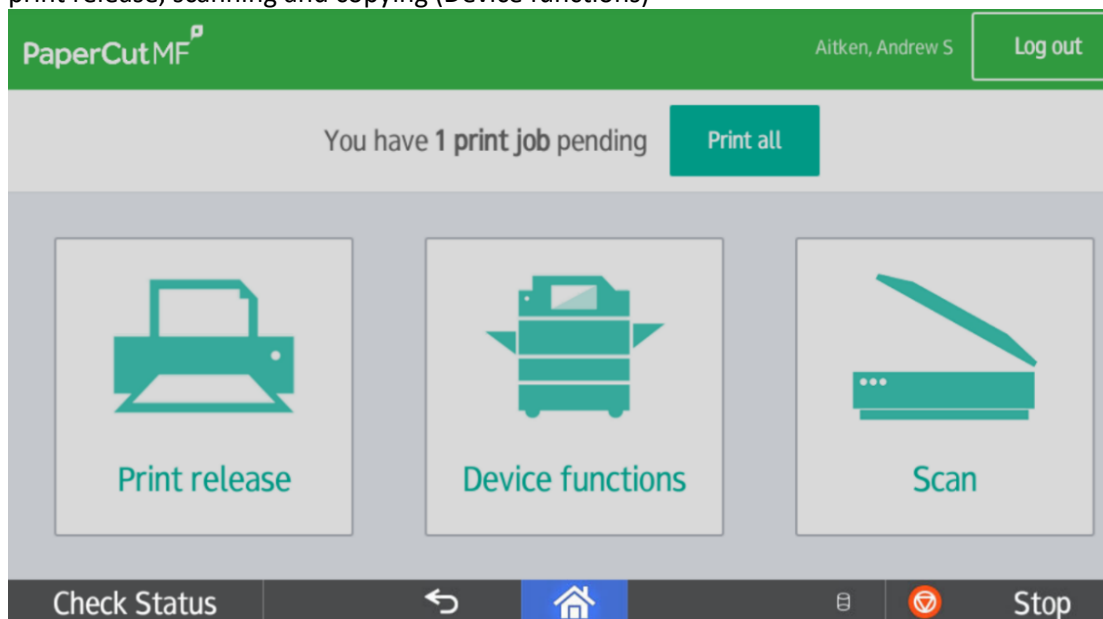


## Print Release, Scan and Copy

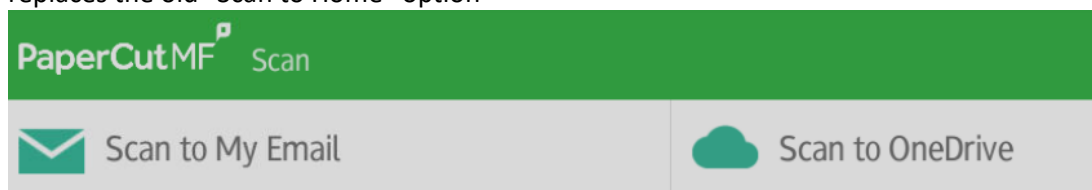
You will need to associate your smartcard once on the first PaperCut MFD you use (login manually with username/password) but after this you can log in/out of all PaperCut MFDs using your smartcard as before



The MFD Interface will look slightly different than previous PCounter system but functionality is identical including print release, scanning and copying (Device functions)



“Scan to OneDrive”, is a new feature available alongside the normal “Scan to Email” on the MFD screen and this replaces the old “Scan to Home” option



When you use this for the first time, you will receive an email asking to you allow PaperCut services to write into your OneDrive.

## Hi Aitken, Andrew S

Your scan is ready to send to OneDrive for Business.

You need to do a one off authorization of the **Scans for Papercut MF** application to send files to your OneDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted.

We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our [privacy policy](#).

Login to OneDrive for Business

Happy scanning!

From the PaperCut team.

### Why do I need to do this?

PaperCut MF needs permission to save your scans to OneDrive for Business. Your files will be saved in the **/Apps/Scans for PaperCut MF** folder.

### What happens when I scan again?

Simply tap and scan

Once you acknowledge this, your initial and subsequent scans will be saved into a folder named "OneDrive - Heriot-Watt University\Apps\Scans for PaperCut MF"



civasa@hw.ac.uk

### Permissions requested

Scans for PaperCut MF  
[App info](#)

**This application is not published by Microsoft or your organization.**

This app would like to:

- ✓ Have full access to your files
- ✓ Maintain access to data you have given it access to
- ✓ View your basic profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel

Accept



Authorization Successful



**Fantastic! You did it!**

You've successfully authorized Scans for Papercut MF to upload to your OneDrive for Business account.

Your files are uploading. If they aren't there already, they won't be far away.

You can revoke the App permission allowing PaperCut to write into your OneDrive at any time but going to [Office 365 App Permissions](#) and clicking the **revoke** button under "Scans for papercut MF"



Scans for PaperCut MF

[Revoke](#) [Details](#)

Revoke permission for this app to access your data.

## Mobile/Wifi Printing

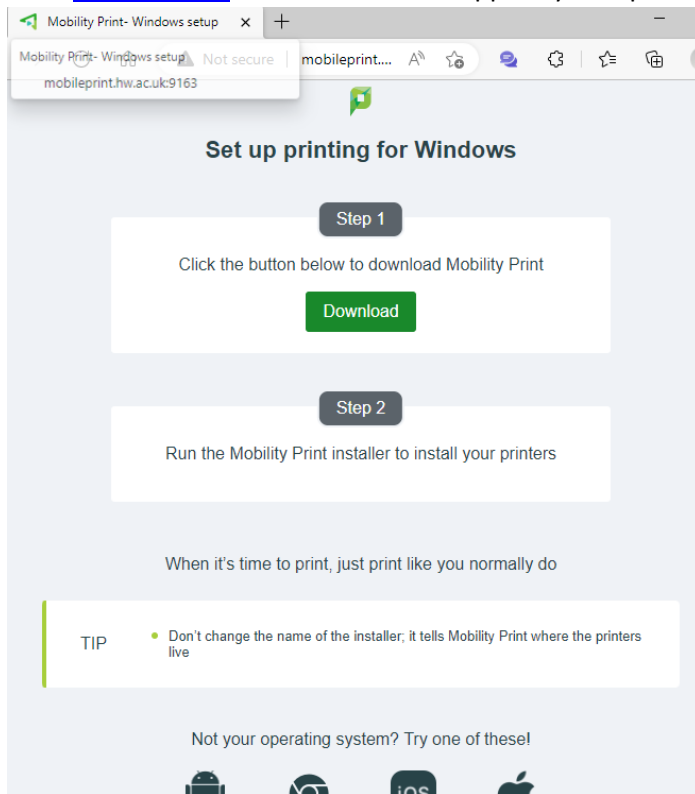
There are 2x integrated Wifi/mobile print services (MobilityPrint and PrintDeploy), which allow driver-less printing via an app that you can download/install on your Android, iOS, ChromeBook, Windows, MacOS or Linux device. Once installed, you can print directly from any print-capable application your mobile device and then release on any of the HW PaperCut MFDs around the campuses.

- **Please note that your device needs to be connected to HW EDUROAM to use these services**

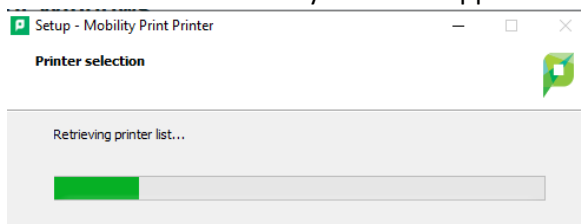
### Mobility Print

Although this is compatible with Windows and MacOS, it is recommended for use with Android, iOS and ChromeBooks

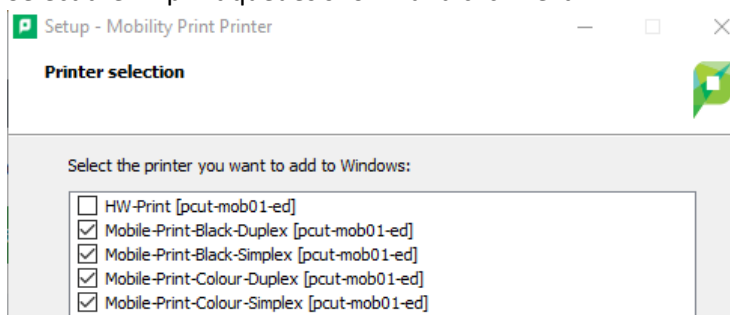
1. Goto [MobilityPrint](#) and download the app for your operating system



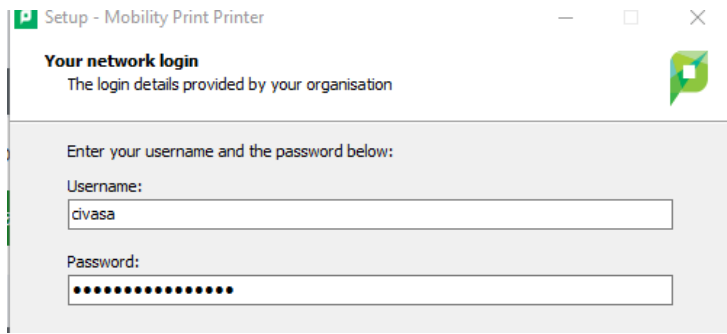
2. Once downloaded, run the executable, select language, accept the End user licence agreement and click **Next**
3. There will be a short delay while the application retrieves the list of available print queues



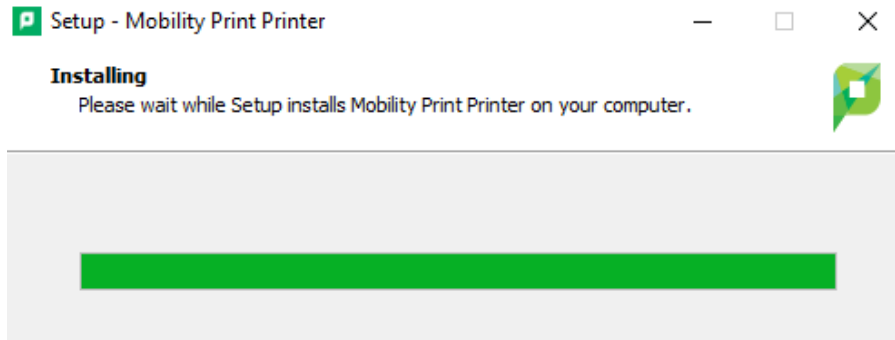
4. Select the 4x print queues shown and click next



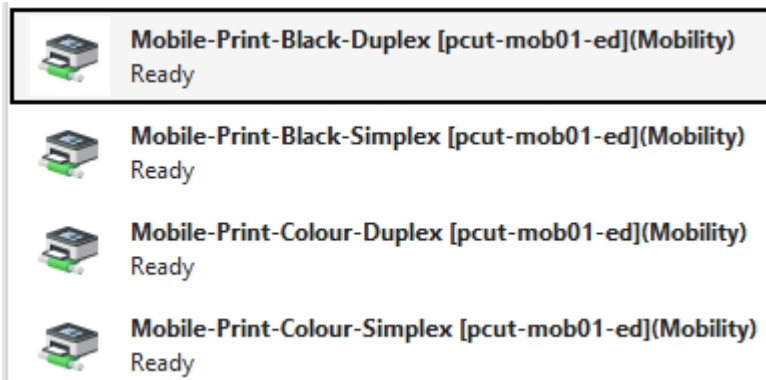
5. You will then be prompted to login with your HW username/password



6. There will be another short delay while the printers are configured on your device



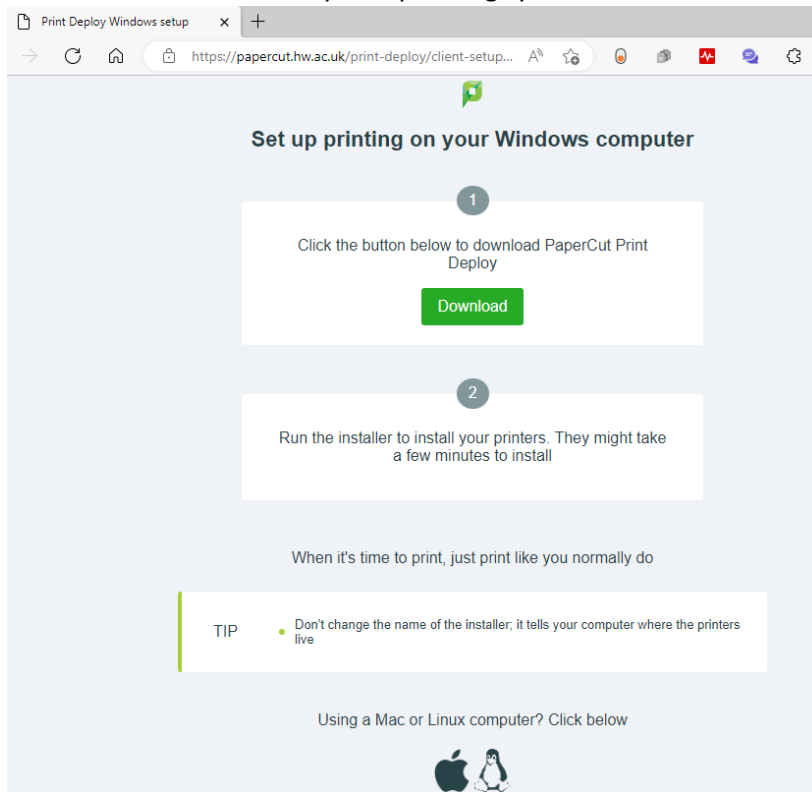
7. You should now find these 4x printers available to print from your installed applications



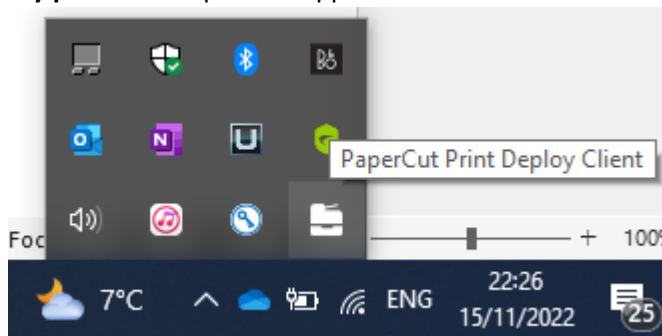
## Print Deploy

This is recommended for your personal or un-managed mobile [Windows](#), [MacOS](#) or [Linux](#) device

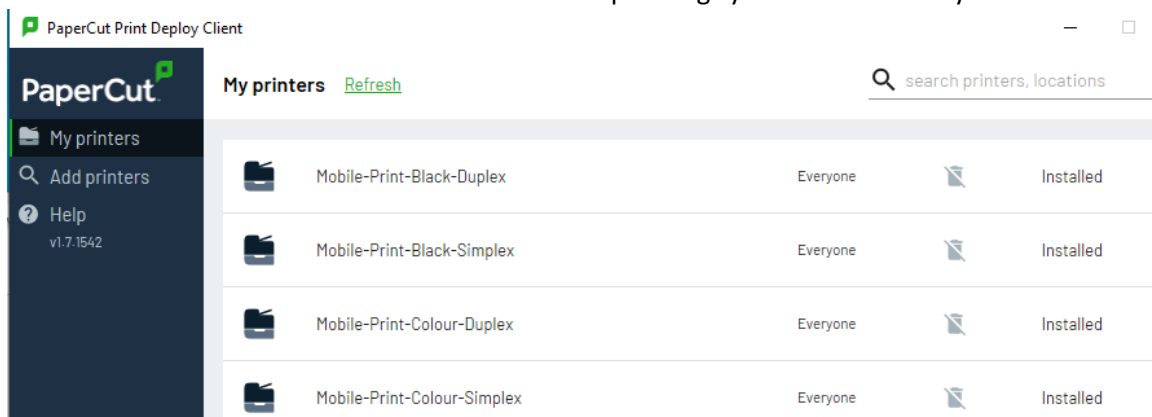
1. Click on the link above for your operating system



2. This installs an application called "PaperCut Print Deploy Client", which will check into the Print Deploy service and check for published printers.
  - a. You can find this in the task bar or equivalent on macOS or Linux. Click on the icon and select **View my printers** to open the application



3. This client looks and functions the same on all 3x operating systems and allows you to view installed printers



If you have any questions or issues, please submit via the [Printer Issue](#) form on TopDesk.