Print, Scan, and Copy with PaperCut on SSW Printers

PaperCut is a Rutgers standard print management software, which provides for a secure and user-friendly method to print, email, scan, and copy.

Contents

A. Logging into Ricoh printers

To access the printer or release print jobs, you must log in to the printer. *Hold your Rutgers ID* close to the black card reader next to the printer's touch screen or *enter your NetID & password* to release your print job.

1. *Touch the printer screen* to wake it up
2. *Hold your Rutgers ID* on top of the black card reader (pictured below) or *type your NetID & password* into the fields on the touch screen
3. If you have typed your NetID credentials, *select* **Login**
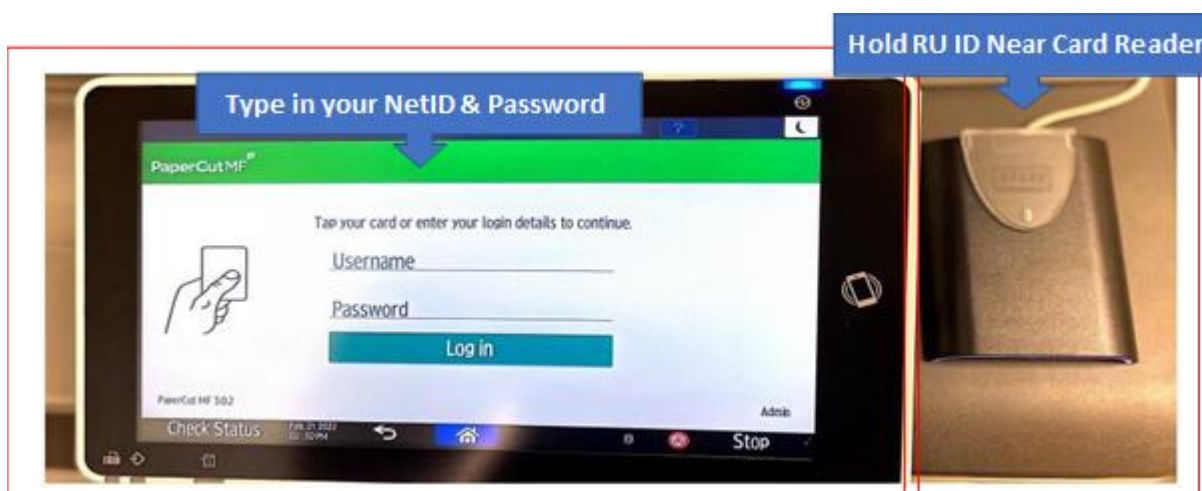
B. Printing

After logging in, you will see a home screen that will list how many **Print Jobs** are pending. Follow the instructions below to print.

1. Log in to the printer
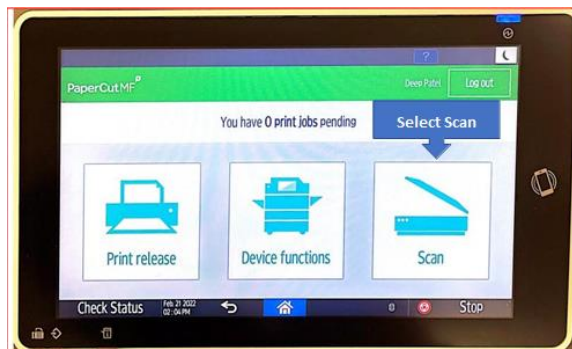2. From the Home menu, *select* **Print Release**
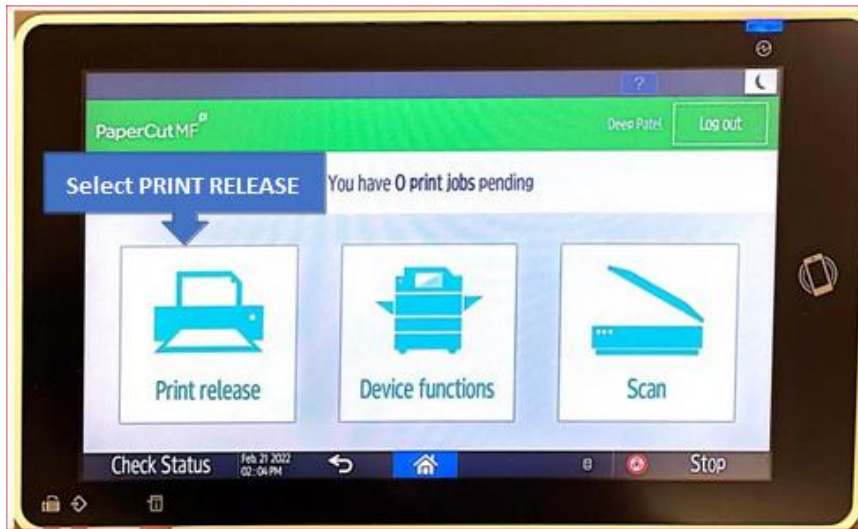
3. Next, you will see a list of pending print jobs. *Select* the ones that you want to print or *click* on **Select All** and *click* the **Print** button in the lower right corner.
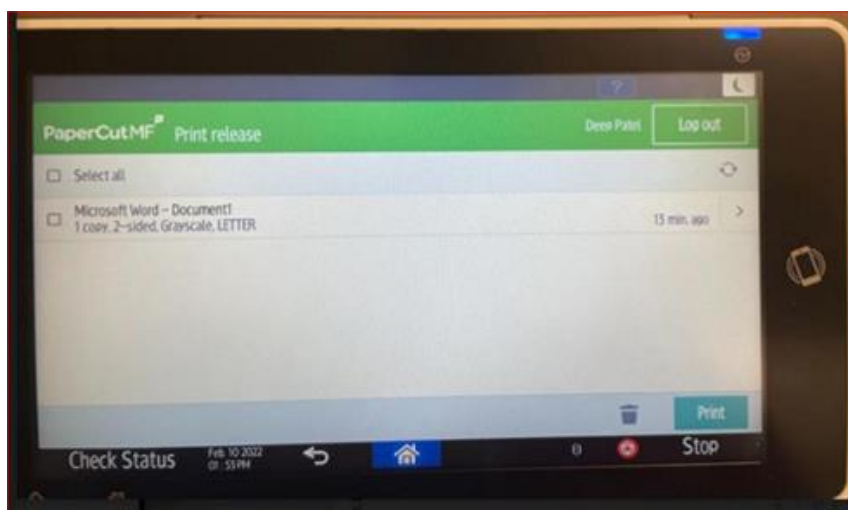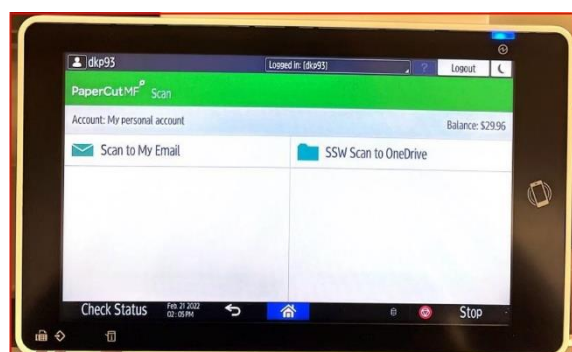

4. When done, *log out* by *clicking* the green **Log out** button in the top right corner
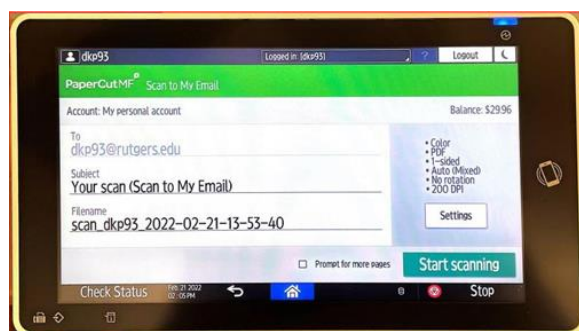
C. Scanning to email
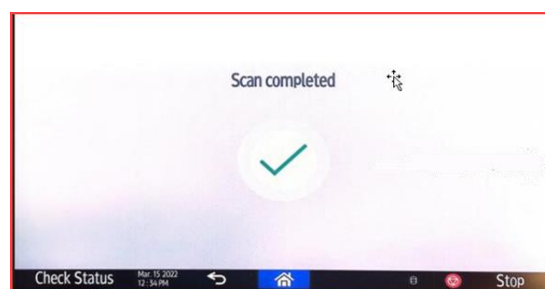
1. *Log in* to the printer
2. From home menu, *select* **Scan**

3. *Select* **Scan to My Email** (This will take you to a section where your Rutgers email is automatically populated)

4. To change the file name (optional), *click* on the **Filename** section and *type* the new name
5. To change the scan settings, *click* the **Settings** button on the right side of the screen
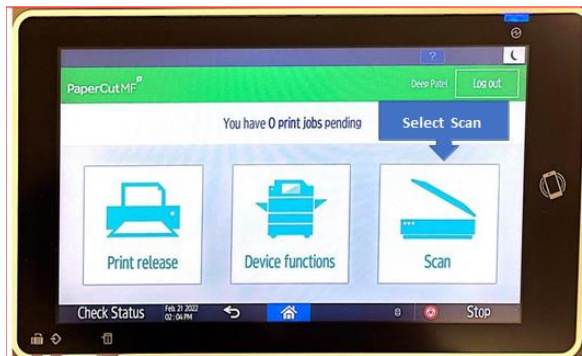6. Place your document on the scanning bed and *click* **Start Scanning**

7. When the scanning is completed and emailed to you, you will return to the home screen

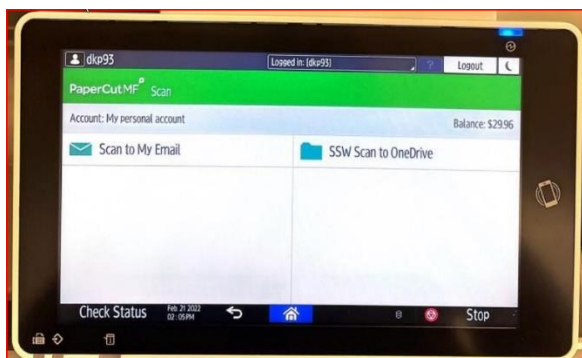8. When done, log out by *clicking* the green **Log out** button in the top right corner
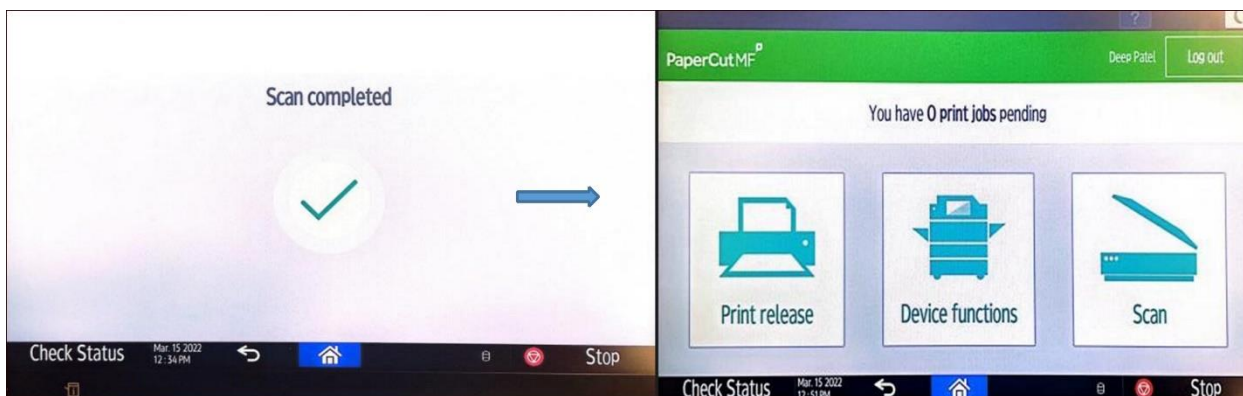
D. Scanning to OneDrive*

1. *Log in* to the printer
2. From home menu, *click* **Select Scan**

3. *Select* **SSW Scan to OneDrive**

4. To change the file name (optional), *click* on the **Filename** section and type the new name
5. To change the scan settings, *click* the **Settings** button on the right side of the screen.
6. Place your document(s) on the scanning bed and *click* **Start Scanning**
7. When scanning is completed and emailed to you, you will return to the home screen

8. When done, log out by clicking the green Log out button in the top right corner

*Read the next section if this is your first time scanning to OneDrive

E. Giving PaperCut permissions to your OneDrive (First-time use)

PaperCut will ask for **approval to access your OneDrive the first time you use it.**
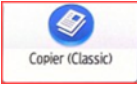Follow these steps**:**

1. *Log in* to your email and look for a message titled **"Authorize Scans for PaperCut MF to Save…"**
2. *Open* the message and *click* on the **Login to OneDrive for Business** button inside the email
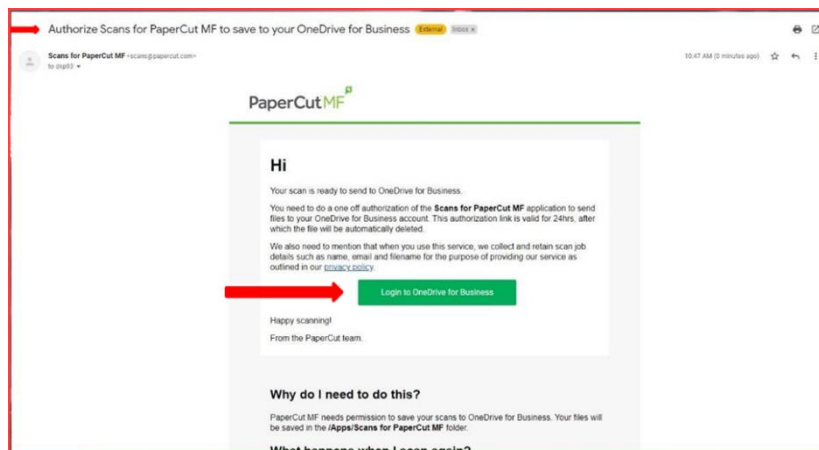
3. When prompted, *log in* with netid@ssw.rutgers.edu and your NetID password
4. Once you approve PaperCut to save to your OneDrive folder, your scan will finish processing and you will receive another email with a direct link to the document. PaperCut will create the folder **Apps\Scans for PaperCut MF** in your OneDrive and, in the future, all scans will now save to this folder automatically.
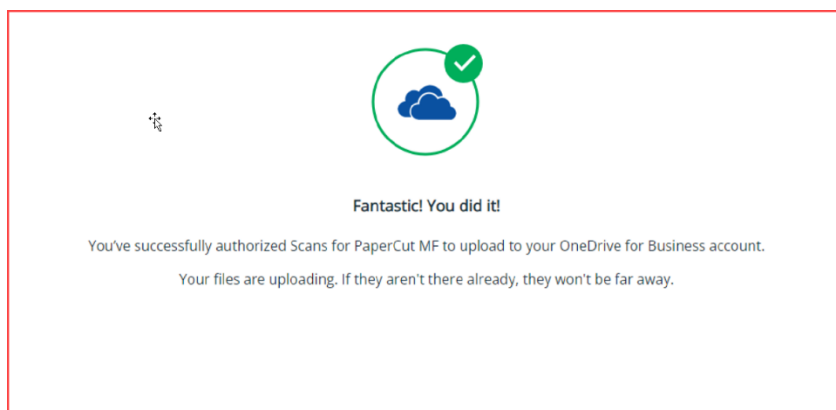
F. Photocopying

1. *Log in* to the printer

2. *Click* the **Device Functions** icon on the home screen

3. In the next window, *click* on the green **Use device functions** button

4. *Click* and o*pen* the **Copier** icon (icon may vary per copier)

5. Once you open it, *confirm* the **Settings**

6. *Click* the green **Start** button to copy

7. When completed, *click* the green **Log off** button in the top right corner. If you want to continue to utilize scanning or printing features in PaperCut, *follow* the steps below to return to the PaperCut home screen:

   a) *Click* on the white-on-blue home icon

   b) *Click* on the **PaperCut MF** application icon

   c) *Click* on the white-on-black arrow next to the home icon

G. Photocopying

1. *Log in* to the printer

2. *Click* the **Device Functions** icon on the home screen

3. In the next window, *click* on the green **Use device functions** button   Use device functions

4. *Click* and o*pen* the **Fax** icon

5. **Load** the document being sent by using the document feeder tray on top of the printer or using the flatbed scanner.

6. *Dial* the number of the fax machine you are sending to with the prefix 91.

   - Example: 91[848-932-6868]

7. <u>Select</u> the green **Start** button on the bottom right of the screen.

8. After a few minutes, a "Communication Report" page will print. Check the top of page. The result of the fax is noted as "OK" underneath the "Result" column. The communication report will also show the destination number the fax was sent to, and a preview of the document send on the bottom.

8. When completed, *click* the green **Log off** button in the top right corner. If you want to continue to utilize scanning or printing features in PaperCut, *follow* the steps below to return to the PaperCut home screen:

   a) *Click* on the white-on-blue home icon

   b) *Click* on the **PaperCut MF** application icon

   c) *Click* on the white-on-black arrow next to the home icon