PaperCut Print Deploy

Installation and User's Guide

8/2/2023

Contents

Overview

The SCCSD is providing a method for staff to be able to print to any printer in the District without the need for local administrative rights to their device. This is being done by client software from PaperCut called Print Deploy. The staff member will be able to choose from a list of printers that is specific to that location.

The first thing to check is that the PaperCut Print Deploy client software is installed on your device. Look in your system tray (lower right corner of the screen) and check for a green printer icon:
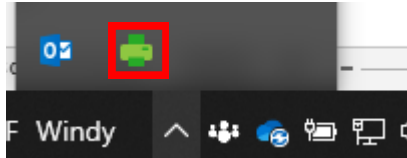

If you don't see the icon, proceed to the next section to install the PaperCut Print Deploy client. If you see the icon, you can proceed to the section explaining how to add printers to your device.

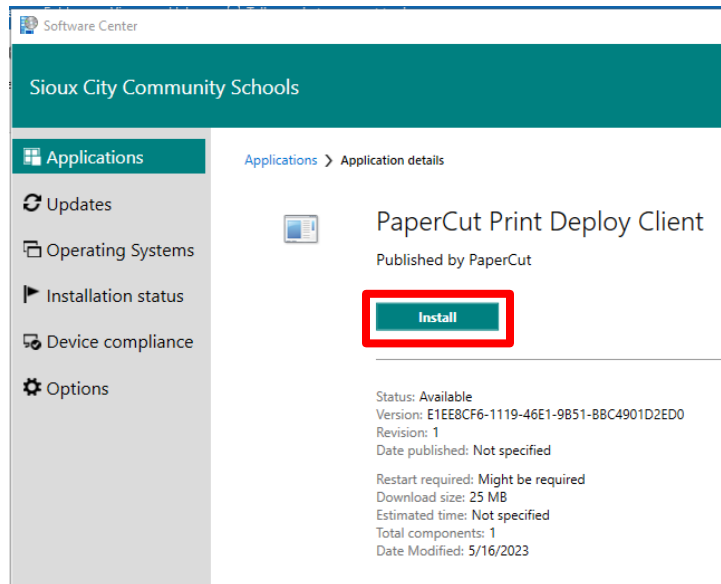## Process for adding the PaperCut Print Deploy client software

Start the Software Center application on your device.

After Software Center loads, find the **PaperCut Print Deploy Client** application and click on the name:
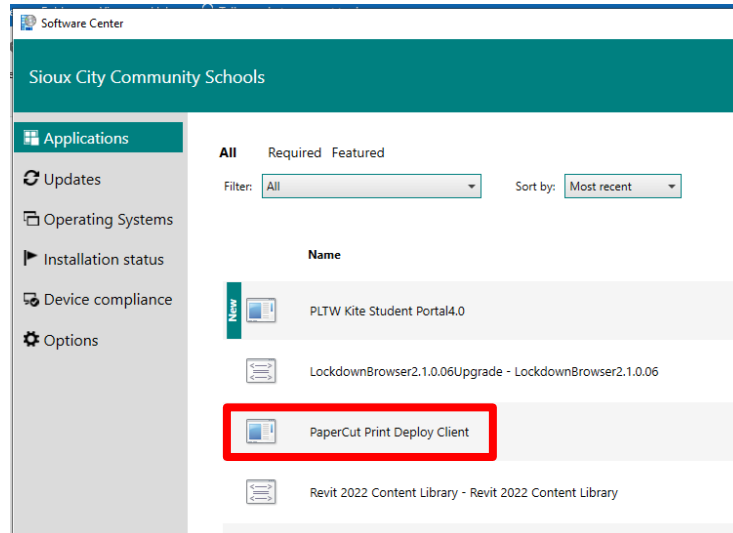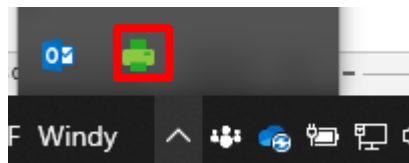

- Note: If you do not see the PaperCut Print Deploy Client then it has already installed, or you do not have rights to print.

Click on the Install button:

The installation is complete when you see a green printer icon in your system tray (lower right corner of the screen):


You can then close Software Center.


Adding printers to your device

Once you have the PaperCut Print Deploy client installed you will be able to add printers that are available to you at your location. Depending upon your location, at least one printer will have been installed for your use. This will generally be a centrally located printer(s).

To add a printer, click on the PaperCut Print Deploy Client printer icon in the lower right corner of your desktop. You will have two options to choose from.
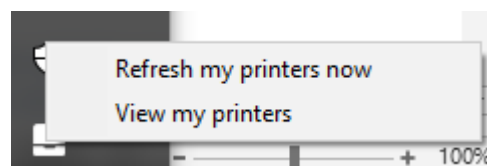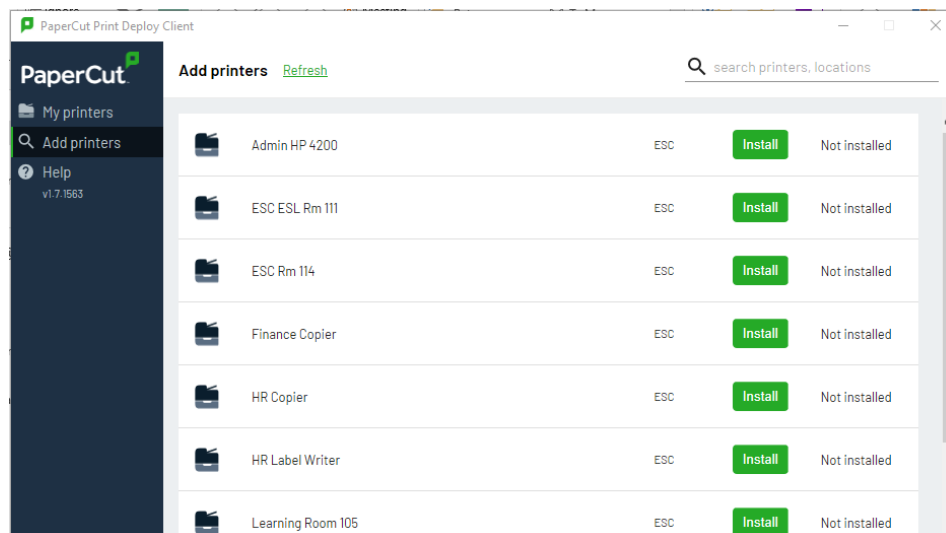

Selecting *Refresh my printers now* will force PaperCut Print Deploy to make sure that all printers are available for your location.

Selecting *View my printers* will show a pop-up window with the current installed printers:
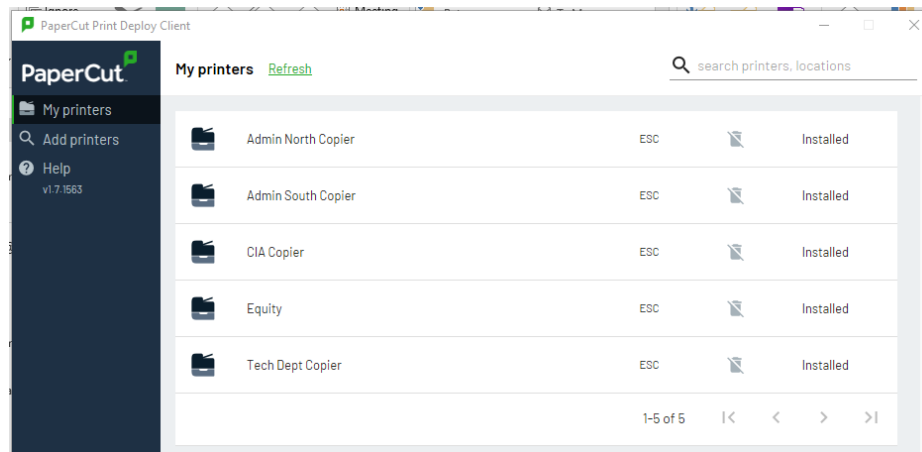
Click on *Add printers* in the upper left corner of the pop-up to view a list of available printers at your location.

Click on the green **Install** button for the printer that you want to add. You will see a spinning progress indicator and then a message letting you know that the printer has been installed. It may take up to a minute to install each printer that you request.

Click on *My printers* in the upper left corner of the pop-up to view your installed printers.

Click on the **X** in the upper right corner of the pop-up to close the window.

You will now be able to see your new printer when you print from your applications.

Printing limitations

Travelling between buildings in the District

- We are working through some inconveniences for people who travel between buildings. When a staff member enters a new building, the printers from their previous location will uninstall and the printers from the new building will automatically install along with any default printers for that building.

- This process is done in the background when the user opens their laptop and logs in. In most cases, this reconfiguration is done before the user is ready to print anything and depends upon the number of printers in that location.

- Any printers that are added by the user at a location are not re-installed when going back to that location.
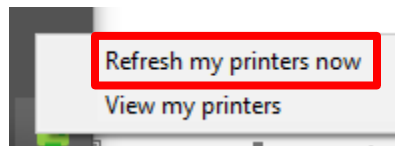
Old Printers

When you open your Printer dialogue box to select a printer you will see printers being identified as being "on" a server (esc1, cas, nhs1, etc.). These printers may be listed as **Ready** or **Offline** and can be removed.
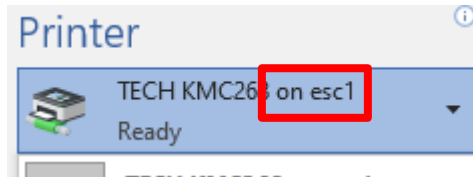
You can remove these printers from your profile by going into the **Printers & scanners** System Settings, clicking on the printer and selecting **Remove device**.
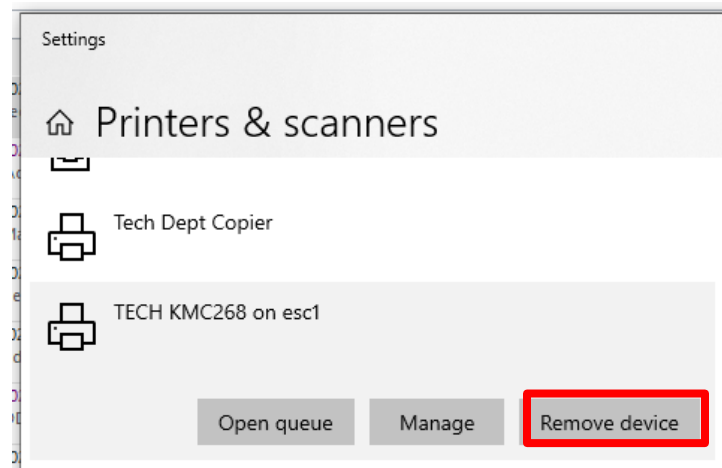
If you happen to remove a printer in **Printers & scanners** that was automatically added by Print Deploy, you can click on the green printer icon in the system tray as mentioned earlier and select **Refresh my printers now**.

This will force a re-install of the default printers available for your location and they will reappear in your printer list.

Assistance

If you have questions or need assistance with adding printers, please enter a help desk ticket here.