



EcoprintQ Training 1 Guide

Technical Training 1:

1. Download the PaperCut MF installer.

- a. Open a browser and go to our website www.ecoprintq.com
- b. Click on "Eco-Partner" link at the top right of the screen.
- c. Access using your Ecopartner Log in (If you don't have this information, please contact support@ecoprintq.com).
- d. Click "Download Trial Versions" on the left side and download the desire OS version.

2. Installing the PaperCut client (if necessary)

- 1.1. Run from Server (zero-install method).
- 1.2. Install locally (local install method).
- 1.3. Advance configuration.

3. Installing the Print Provider (Secondary Server if necessary).

- 2.1. Installing the print provider in the print server.
- 2.2. Install the print provider to control local print queues on workstations.
- 2.3. Deployment options depending on the operating system.

4. Configuration of embedded Applications (MFD Embedded).

- 3.1. Installing the embedded module depending on the manufacture.
- 3.2. Configuring embedded in PaperCutMF.
- 3.3. Configuration of card reader for the MFDs.

5. Set up and Configuration of virtual queues "Follow Me Print"

- 4.1. Creating a queue on the print server for follow me printing.
- 4.2. Configuring PaperCut virtual queue(s).
- 4.3. Configuring the virtual queue(s) job redirection in PaperCut.
- 4.4. Setting up your device to receive jobs from the virtual queue (s).

6. Reporting.

- 5.1. Generating desire reports.
- 5.2. Scheduling reports to email or save to file.