

ecoprintQ: PaperCut MF

Technical Training I:

Please revise the following important information and pre-requisites

- [PaperCut MF System Architecture Overview](ftp://ftp.ecoprintq.com/pub/System%20Architecture/PaperCut%20System%20Architecture%20(2017).pdf)
[ftp://ftp.ecoprintq.com/pub/System%20Architecture/PaperCut%20System%20Architecture%20\(2017\).pdf](ftp://ftp.ecoprintq.com/pub/System%20Architecture/PaperCut%20System%20Architecture%20(2017).pdf)
- [PaperCut MF System Requirements](https://www.papercut.com/products/mf/system-requirements/)
<https://www.papercut.com/products/mf/system-requirements/>

1. Download and install PaperCut MF

- Go to the PaperCut Partner Portal: <https://portal.papercut.com/login/>
- Access using your **PaperCut Portal Partner Login**. If you don't have this information, please contact sales@ecoprintq.com (USA) or latam@ecoprintq.com (Latin America and the Caribbean).
- Click on the "**Products**" link on the top menu and choose the most recent version (first option).
- Scroll down, choose the appropriate operating system version and click "**download**".
- Install the application** using the "**Standard Installation (primary server)**" option.

2. PaperCut MF Dashboard Functions and Information Overview

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

- Installing the print provider on the print server
- Deployment options depending on the operating system
- Deploying PaperCut's Direct Print Monitor on workstations

4. Configuration of Embedded Applications (MFD Embedded)

- Installing the embedded module depending on the manufacturer
- Configuration of card readers for the MFD's
- Branding of PaperCut's embedded interface

5. Setup and Configuration of Virtual Queues for "Find Me Printing"

- Creating a queue on the print server for Find Me printing
- Configuring PaperCut virtual queue(s)
- Configuring devices for Print Release

6. Installing the PaperCut Client (if necessary)

- Run from server (zero-install method)
- Install locally (local-install method)
- Run Cache (local-cache install method)
- Advanced configuration

7. Print Archiving Overview

- Considerations
- Recommended and alternate software
- Disabling Print Archiving on selected printers

8. Configuring PaperCut Integrated Scanning

- Creating Scan Actions
- Scan to Cloud

9. Reporting

- Generating desired reports
- Scheduling reports to email or to save to file