

ecoprintQ: PaperCut MF

Technical Training I:

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 Login**. If you don't have this information, please contact sales@ecoprintq.com (USA) or latam@ecoprintq.com (Latin America).
- d. Click "**Download Trial Versions**" on the left side and download the desired OS version.
- e. Install using the "Standard Installation (primary server)" option

- [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)

- [PaperCut MF System Requirements](#)

<https://www.papercut.com/products/mf/system-requirements/>

2. PaperCut MF Dashboard Functions Overview

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

- 3.1. Installing the print provider in the print server
- 3.2. Deployment options depending on the operating system
- 3.3. Deploying PaperCut Direct Print Monitoring on workstations

4. Configuration of Embedded Applications (MFD Embedded)

- 4.1. Installing the embedded module depending on the manufacturer
- 4.2. Installing embedded in PaperCut MF for **RICOH SmartSDK***
- 4.3. Installing embedded in PaperCut MF for **RICOH SDK/J***
- 4.4. Configuration of card readers for the MFD's
- 4.5. Branding of PaperCut's embedded interface

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

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

6. Installing the PaperCut Client (if necessary)

- 6.1. Run from server (zero-install method)
- 6.2. Install locally (local-install method)
- 6.3. Advanced configuration

7. Print Archiving Overview

- 7.1. Considerations
- 7.2. Recommended and alternate software
- 7.3. Disabling Print Archiving on selected printers

8. Reporting

- 8.1. Generating desired reports.
- 8.2. Scheduling reports to email or save to file.