

Printing & Copiers

Installing printers, releasing prints and scanning from the copiers.

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- [Saving Your Printer Authentication For Local Printers](#)
- [Releasing Prints From Your Computer](#)
- [Releasing Prints From Your Phone](#)
- [Scan From Copier to Email or Google Drive](#)

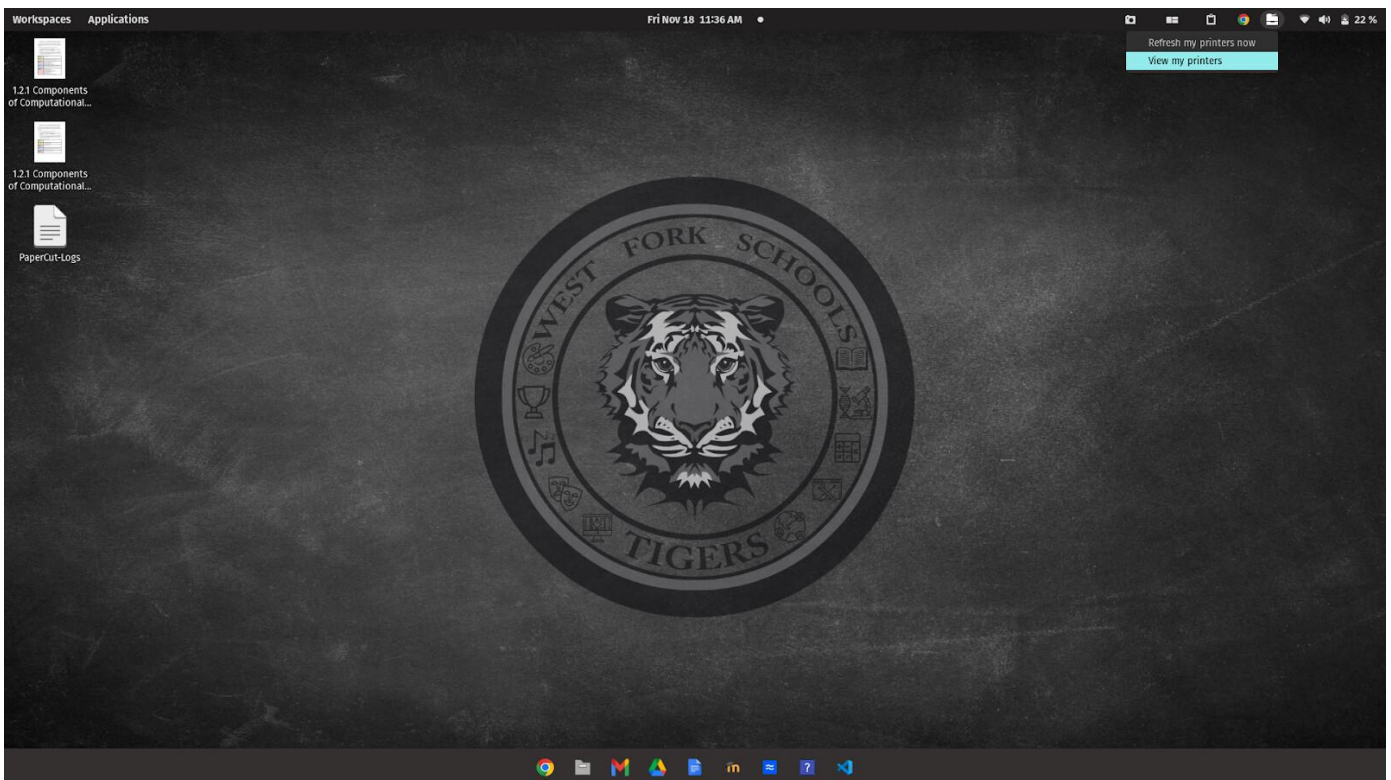
Installing Local Printers With Print Deploy



You should now see a new icon at the top right corner of your laptop (Linux only). This is your PaperCut Print Deploy Client. This nifty little tool allows you to install available printers on your device, and it will treat those printers as local connections. This is a big deal because it allows printing **outside of Chrome, within any application!**

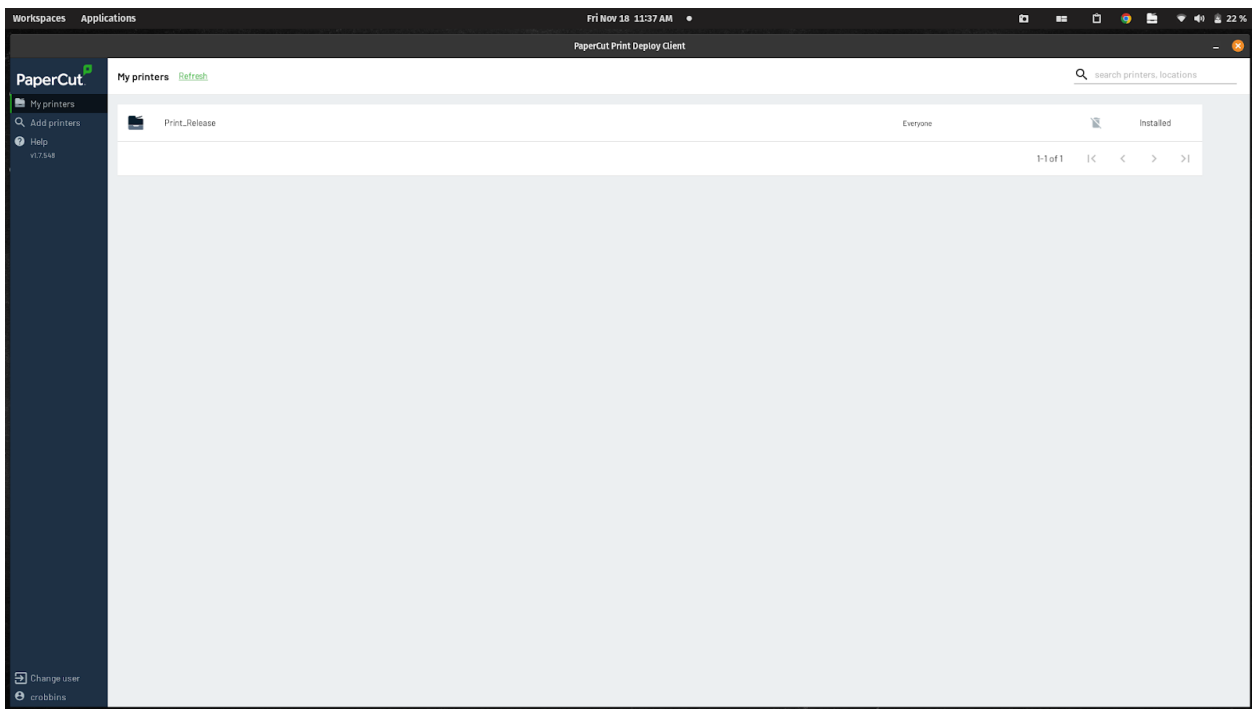
The rest of this section will walk you through choosing which printers you want installed.

Click on the icon, and then choose “View my printers.”

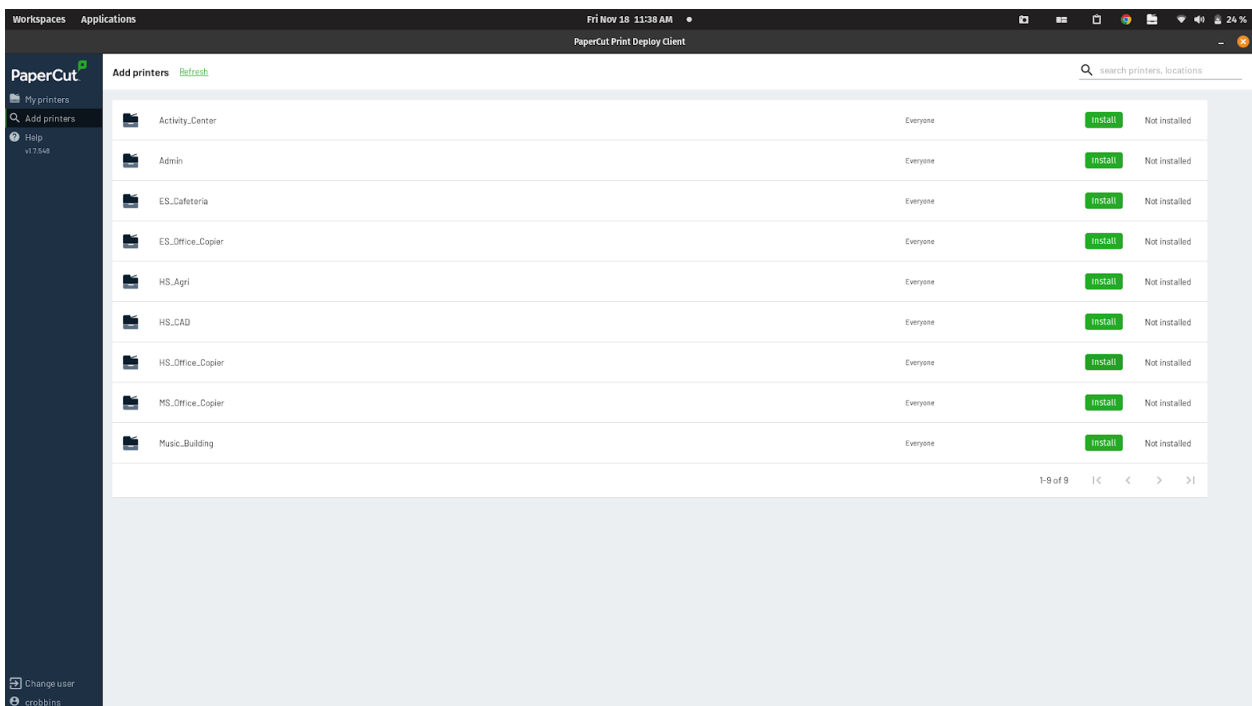


You will be required to log in. Just use your school Google account to do so.

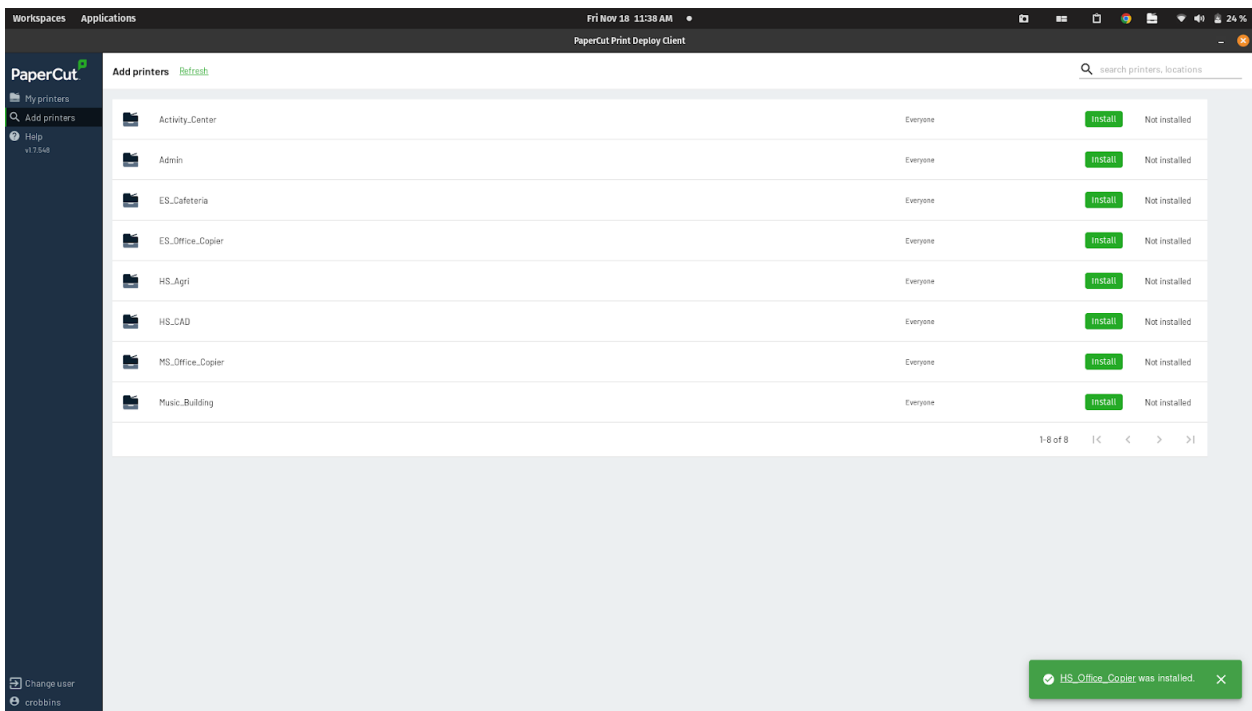
The default installation is going to put a printer called “Print_Release” on your computer. This, technically, is the only printer that you really need access to since you can release to any machine.



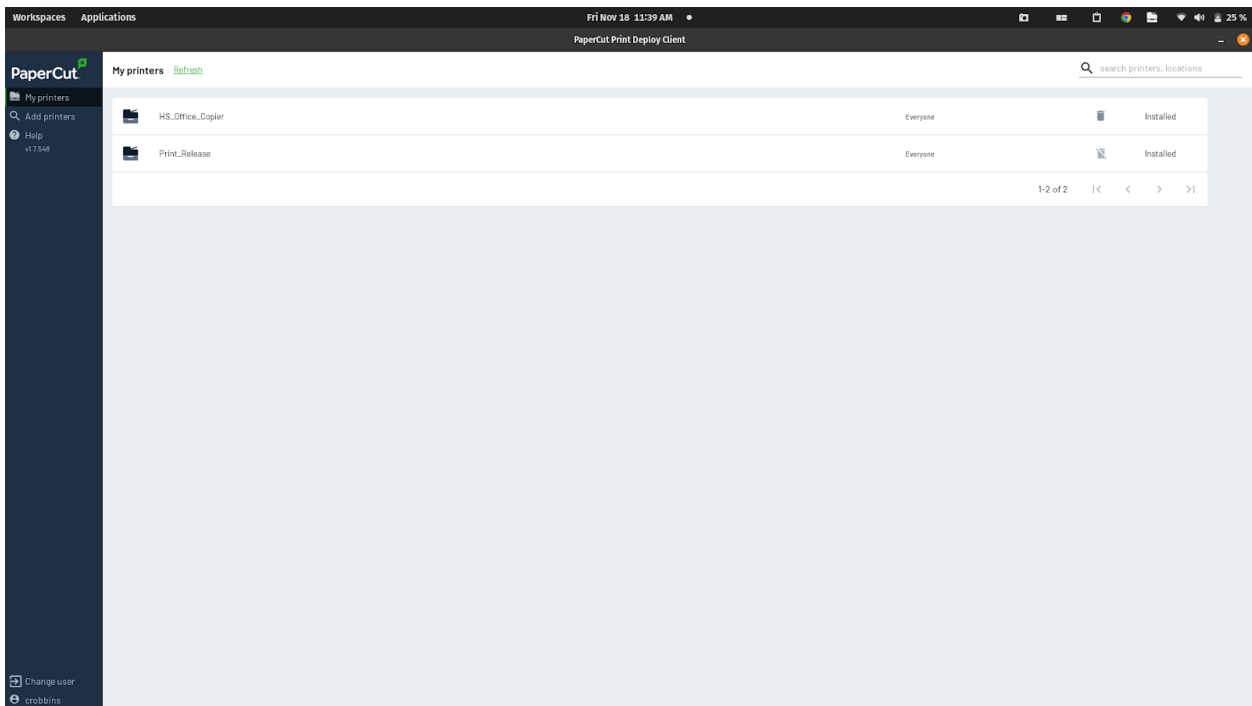
IF you REALLY want to, you can click on “Add printers” on the left of the page that pops up. Then click on the green “INSTALL” button for the device that you need to get installed.



The printer you choose should disappear from the list, and you should get a green confirmation message at the bottom of your screen.



Now, when you click on “My printers” on the left, you will see the “Print_Release” and any other printer you chose to install.



You will now see these printers in your printer selection menus, both in chrome and other print-enabled applications.

Select a destination

Q

Search destinations

Save as PDF

HS_Office_Copier

HS_Office_Copier

Print_Release

Print_Release

Save to Google Drive

Save to Google Drive

Admin - [cups-district]

cups-district

Bus_Garage - [cups-district]

cups-district

ES_Cafeteria - [ES New Cafe]

ES New Cafe

HS_Agri - [Agri Classroom]

Agri Classroom

HS_CAD - [CAD Classroom]

CAD Classroom

HS_Library_Copier - [High School Library]

High School Library

HS_Lounge - [High School Workroom]

High School Workroom

HS_Office_Copier - [cups-hs]

cups-hs

Music_Building - [cups-hs]

cups-hs

Print_Release - [cups-district]

cups-district

Save to Google Drive

Mobility Print

Mobility Print

Mobility Print

Mobility Print

Mobility Print

Mobility Print

Mobility Print

Mobility Print

Mobility Print

Mobility Print

Mobility Print

Manage

Cancel

Originally posted by Cory Robbins on the West Fork Technology Hub (2023-02-16).

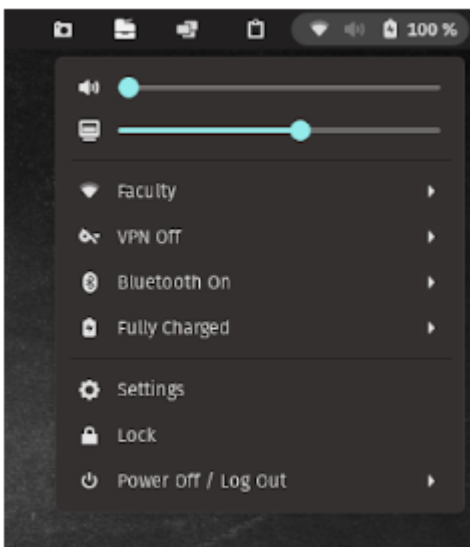
Saving Your Printer Authentication For Local Printers

The new local print deploy system allows you to use printers outside of Chrome.

The negative, I guess, about this is that you are required to put your password into the print system before your items print. This isn't a huge deal because you can save it. Here are the steps to take care of that:

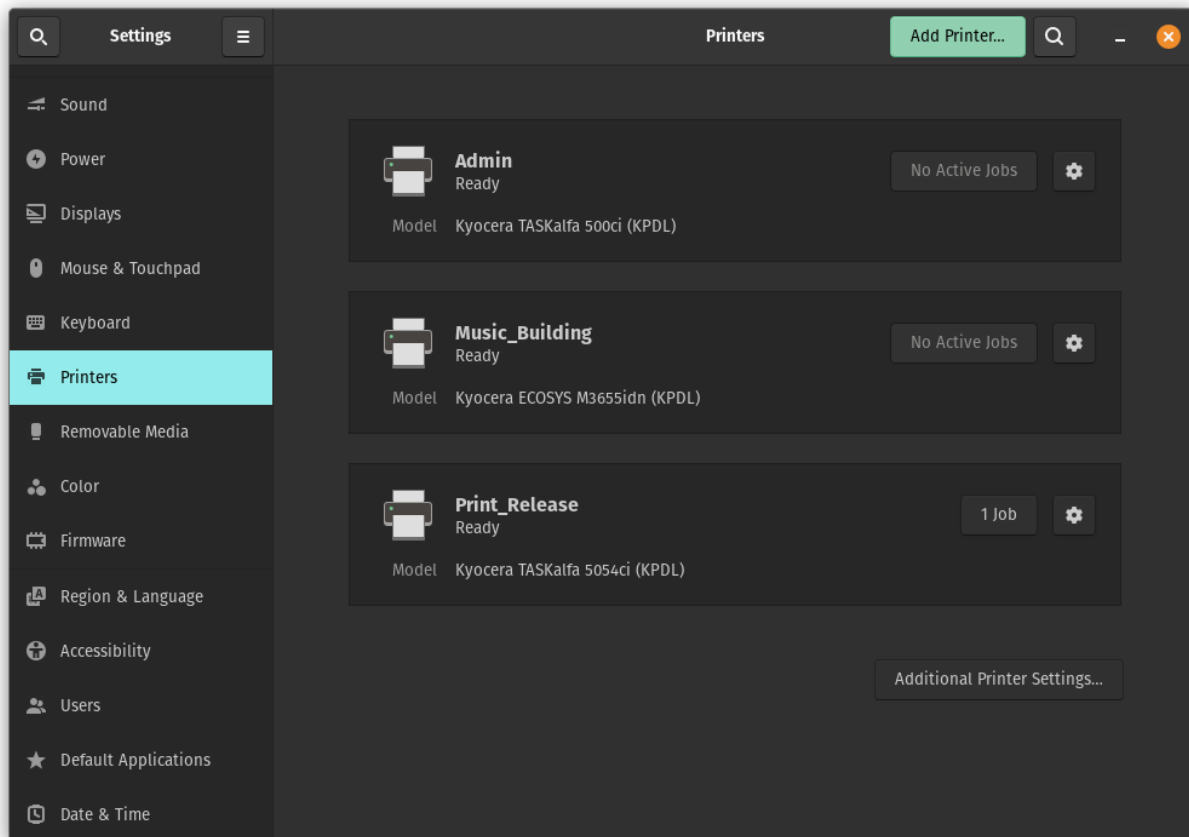
First, go ahead and print something to the Print_Release printer. It doesn't have to be anything special, and you don't actually have to release it. We just need a job sent.

Now, click in the top right corner to open your menu(the battery icon is convenient to click).



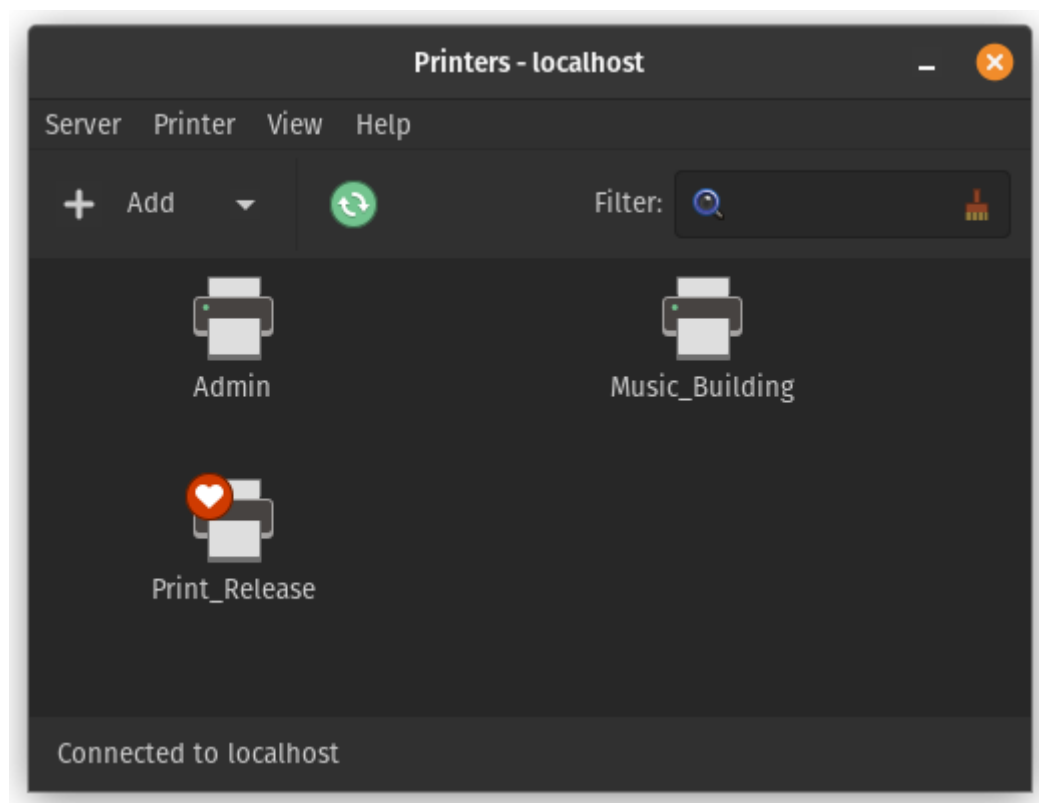
Click on "Settings."

Click "Printers" on the left to get this window:



In the bottom right corner, click the button that says “Additional Printer Settings...”

That will give you this window:

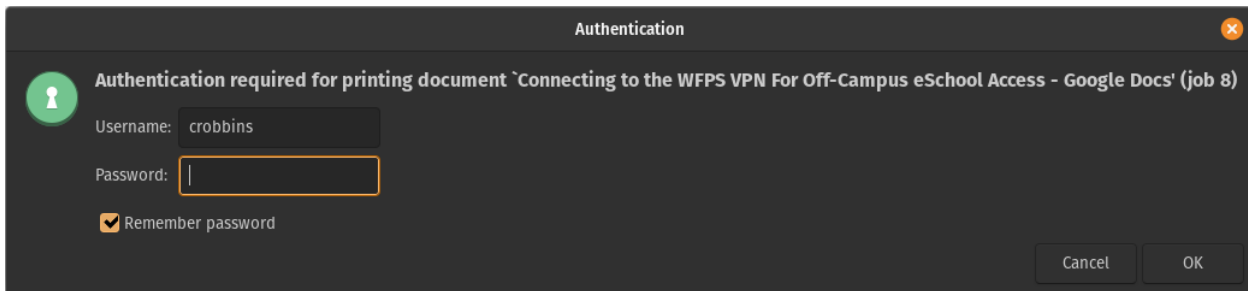


Right click on the “Print_Release” printer, and click on “View Print Queue.”

There should be a print job with the status “Held for authentication.”

Right click that, and choose “Authenticate.”

That should give you this window:

An authentication dialog box titled "Authentication" with a close button in the top right corner. The main text reads "Authentication required for printing document 'Connecting to the WFPS VPN For Off-Campus eSchool Access - Google Docs' (job 8)". On the left is a green circular icon with a white person silhouette. Below the title, there are two input fields: "Username:" containing the text "crobbins" and "Password:" which is empty. Below the password field is a checkbox labeled "Remember password" which is checked. At the bottom right are two buttons: "Cancel" and "OK".

Authentication

Authentication required for printing document 'Connecting to the WFPS VPN For Off-Campus eSchool Access - Google Docs' (job 8)

Username: crobbins

Password:

☒ Remember password

Cancel OK

In the username box, type the first part of your email address (the part before @wftigers.org). Type your Google password in the password box. I also strongly suggest checking the Remember password box. That way, you only have to do this once!

Click on OK.

You can close all of the printing windows I just had you open. You should be good to go for future prints!

Originally posted by Cory Robbins on the West Fork Technology Hub (2023-02-16).

Releasing Prints From Your Computer

While mobile release is pretty cool (and works off-campus), you might also want to be able to release documents from your computer without having to get out your phone. This is also super simple, and it also works from home.

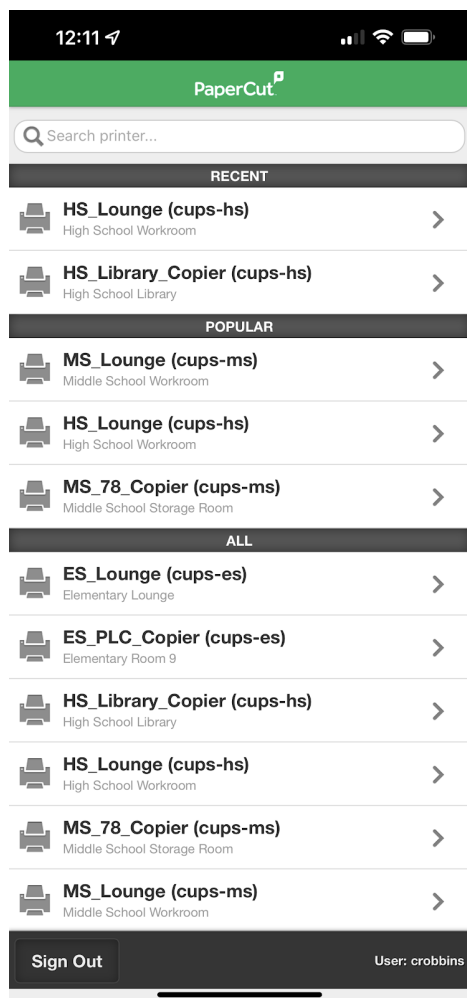
Start by going to this website:

`http://print.wftigers.org:9191/release`

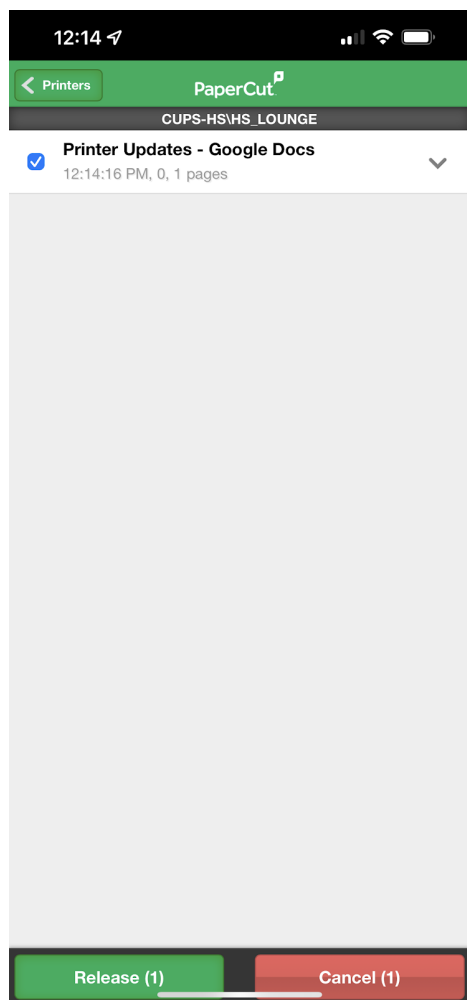
Go ahead and log in with the Google button or by typing it in. From here, the process is pretty much identical to the [mobile route](#).

Release steps (same as on a phone)

Once you have logged in, you will see the all available printers. Go ahead and tap the printer that you want to send your document to.

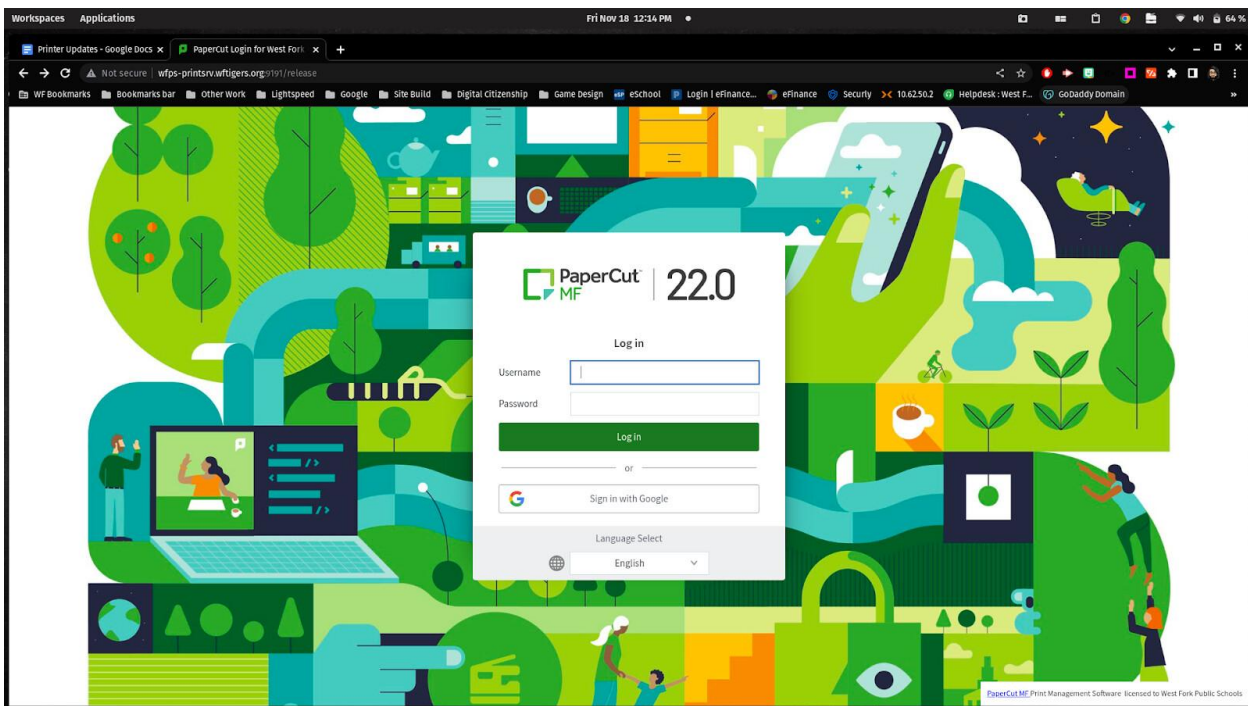
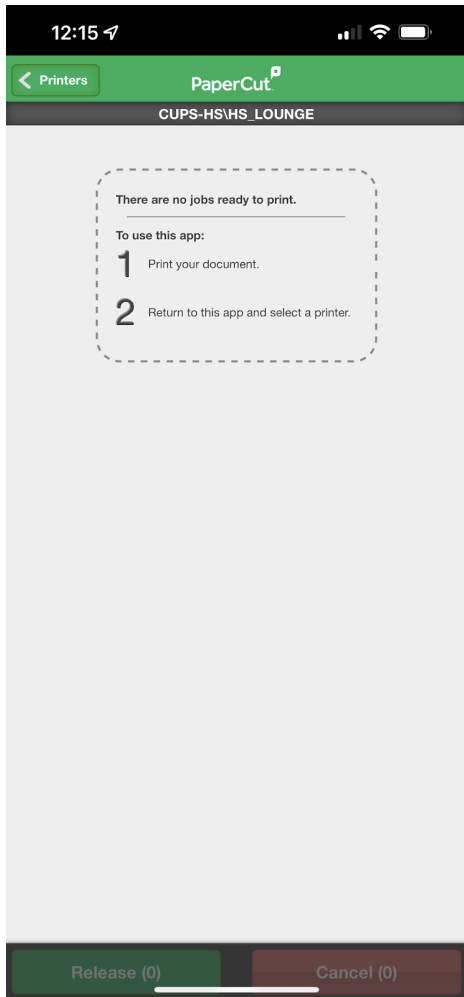


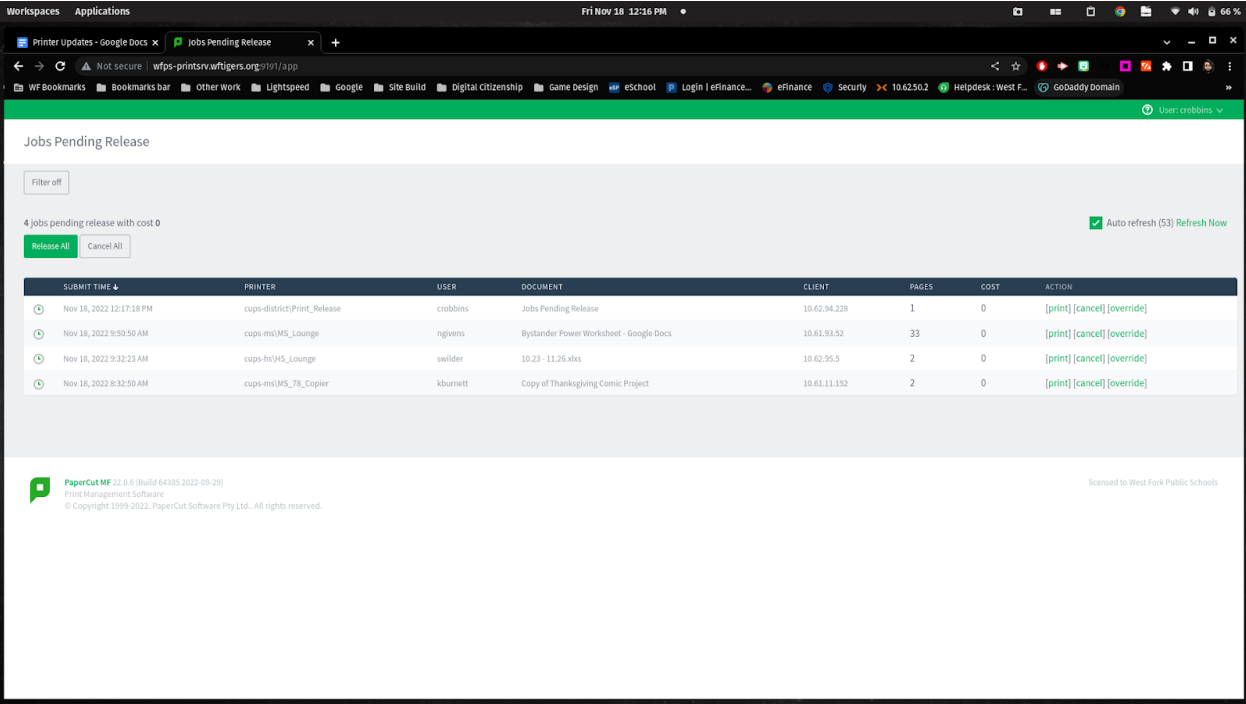
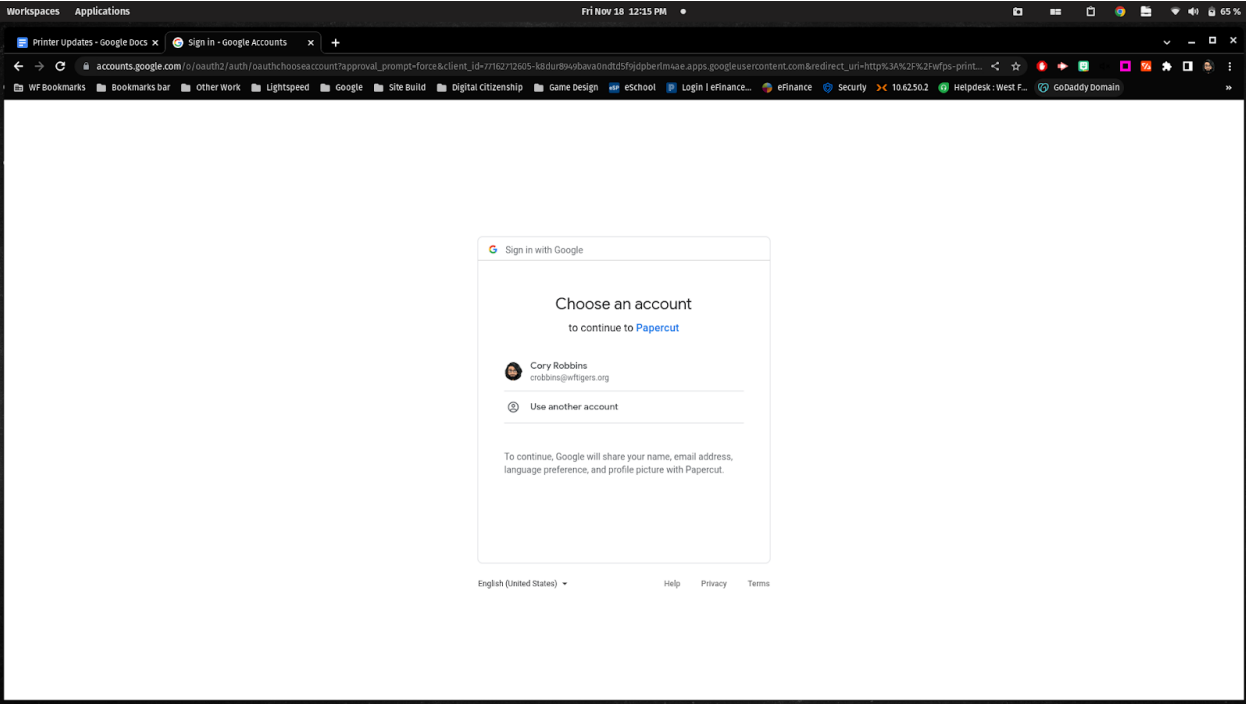
On the resulting page, you will see a list of any files you have sent to the Print_Release printer. You can check the box to the left of each file, and then choose to click the “Release” or “Cancel” buttons.



If you hit “Cancel” the document will not be printed. If you click on the “Release” button, your document will be printed to your chosen location, WITHOUT you having to scan your badge.

After you print your document, your release queue will show that it is empty until you print a new document.





WorkspacesApplications

Fri Nov 18 12:17 PM

Printer Updates - Google DocsJobs Pending Release

Not secure | wfps-printers.wftigers.org/191/app?service=direct/1/ReleaseStationJobList/jobs.release&p=559607c4c452f2ba87f07cb7bab55a9ae326da3

WF BookmarksBookmarks barOther WorkLightspeedGoogleSite BuildDigital CitizenshipGame DesigneschoolLogin | efinance...efinanceSecurity10.6250.2Helpdesk - West F...GoDaddy Domain

User: crobbs

Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
cups-es\ES_Lounge	Elementary Lounge	OK
cups-es\ES_PL_Copier	Elementary Room 9	OK
cups-hs\HS_Library_Copier	High School Library	OK
cups-hs\HS_Lounge	High School Workroom	OK
cups-ms\MS_78_Copier	Middle School Storage Room	OK
cups-ms\MS_Lounge	Middle School Workroom	OK

Back

 **PaperCut MF 22.0.0** (Build 64385 2022-09-29)
Print Management Software
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Originally posted by Cory Robbins on the West Fork Technology Hub (2023-02-16).

Releasing Prints From Your Phone

It makes sense that you would need the ability to release a print job ONLY when you are in front of it when you are dealing with sensitive information, but sometimes, especially when you need to print something larger, it is far more convenient to release these prints remotely. You can now do that with your phone.

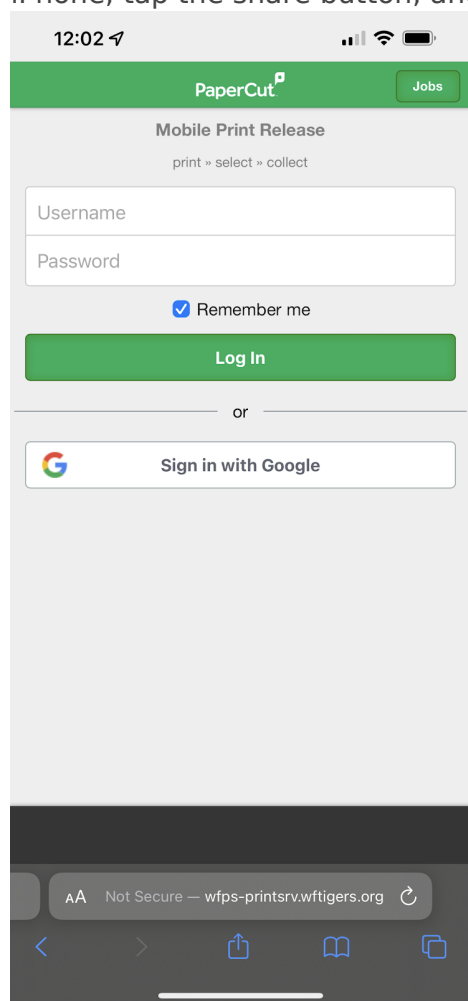
Here is a scenario: You are out sick, and you need to print a document for your sub. Use the off-campus printing access we just went over, and then use this mobile release feature to ensure that the document is ready for your sub.

This is just a website, but it has the “Add to Homescreen” feature.

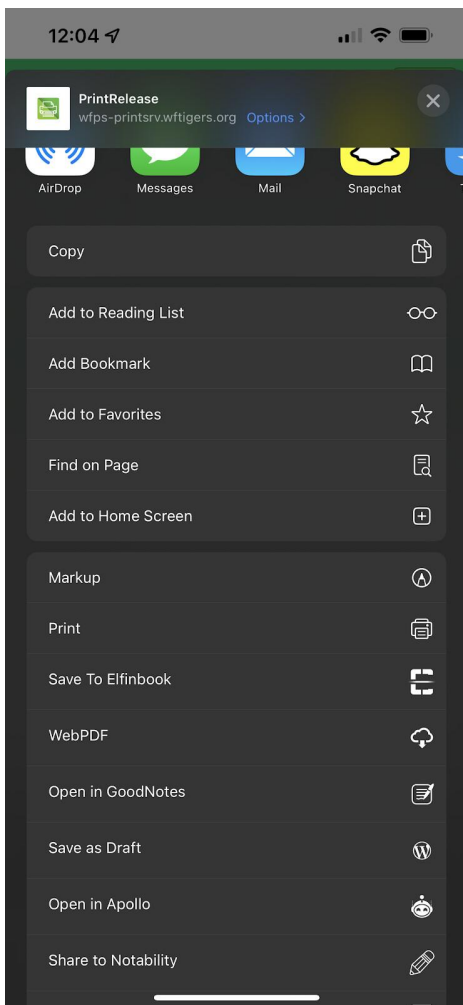
First, go to this address (only works on a phone, and iPhone MUST use Safari for this - computer steps are later):

<http://print.wftigers.org:9191/mr>

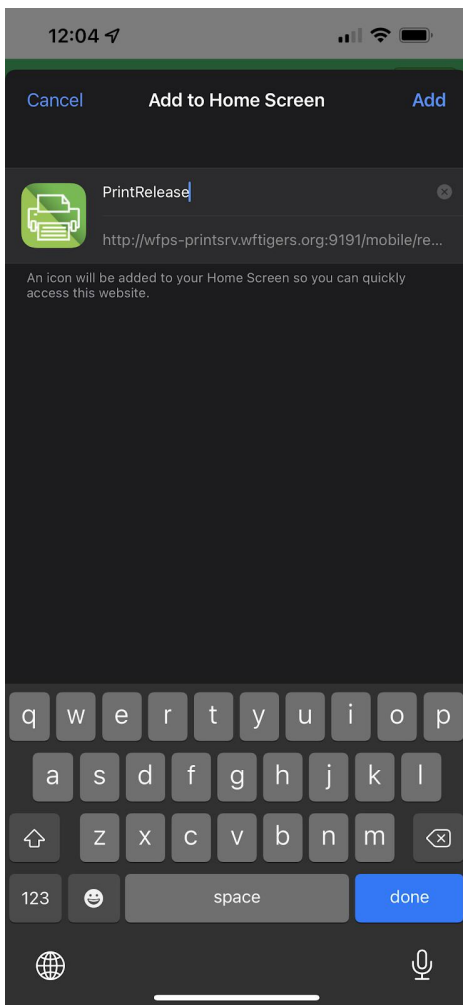
This will bring up a website with a login screen. Don't worry about that right now. For now, for iPhone, tap the share button, and for android, tap the 3 vertical dots.



Then, for both types of phone, tap the “Add to Home Screen” button.



You will be asked to name your shortcut.



You should get an icon that looks similar to this one:



Now, when you open that app, you will see the same site from earlier. Now, you can choose to log in by typing your information (if you don't want to use your Google account on your phone), or touch the Google button for a quicker login. I recommend hitting the "Remember me" option. You will have to verify the Google Account.

Username

Password

☒ Remember me

Log In

or

 Sign in with Google

to continue to [Papercut](#)

 **Cory Robbins**
crobbins@wftigers.org

 Use another account

To continue, Google will share your name, email address, language preference, and profile picture with Papercut.

English (United States) ▾

HelpPrivacyTerms

<>

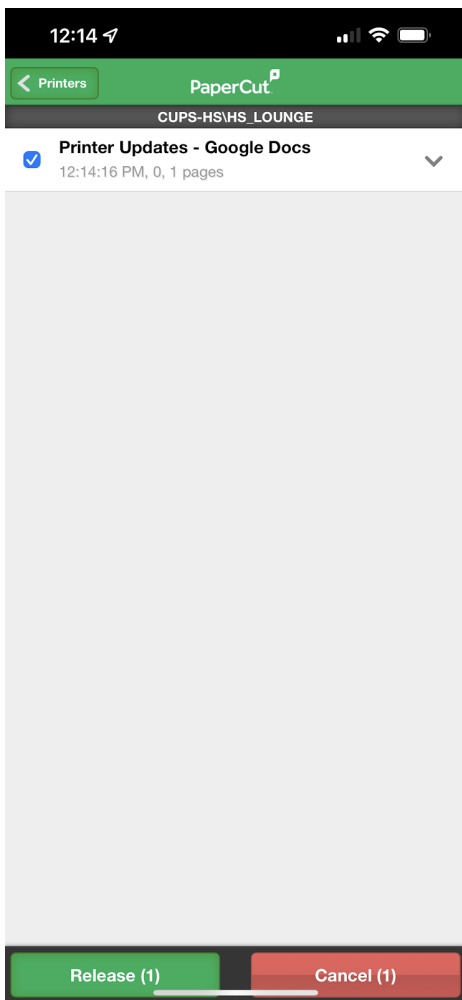




Once you have logged in, you will see the all available printers. Go ahead and tap the printer that you want to send your document to.

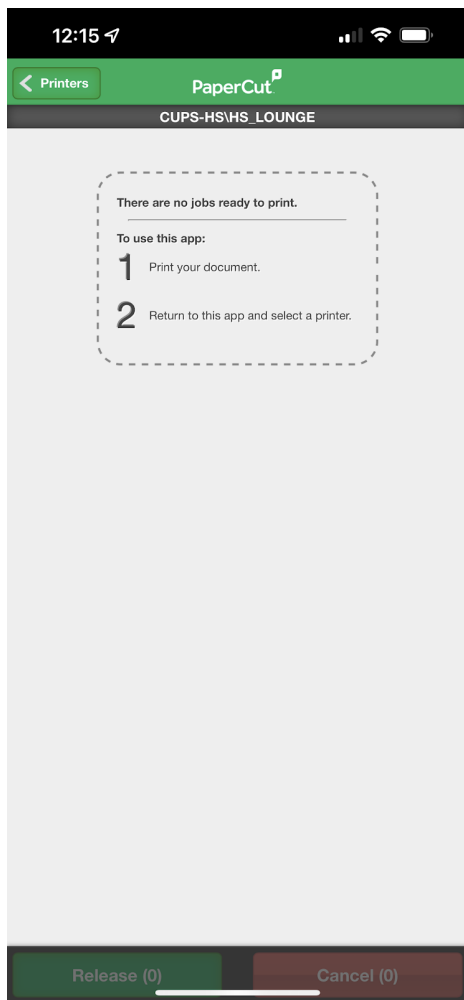


On the resulting page, you will see a list of any files you have sent to the Print_Release printer. You can check the box to the left of each file, and then choose to click the “Release” or “Cancel” buttons.



If you hit “Cancel” the document will not be printed. If you click on the “Release” button, your document will be printed to your chosen location, WITHOUT you having to scan your badge.

After you print your document, your release queue will show that it is empty until you print a new document.



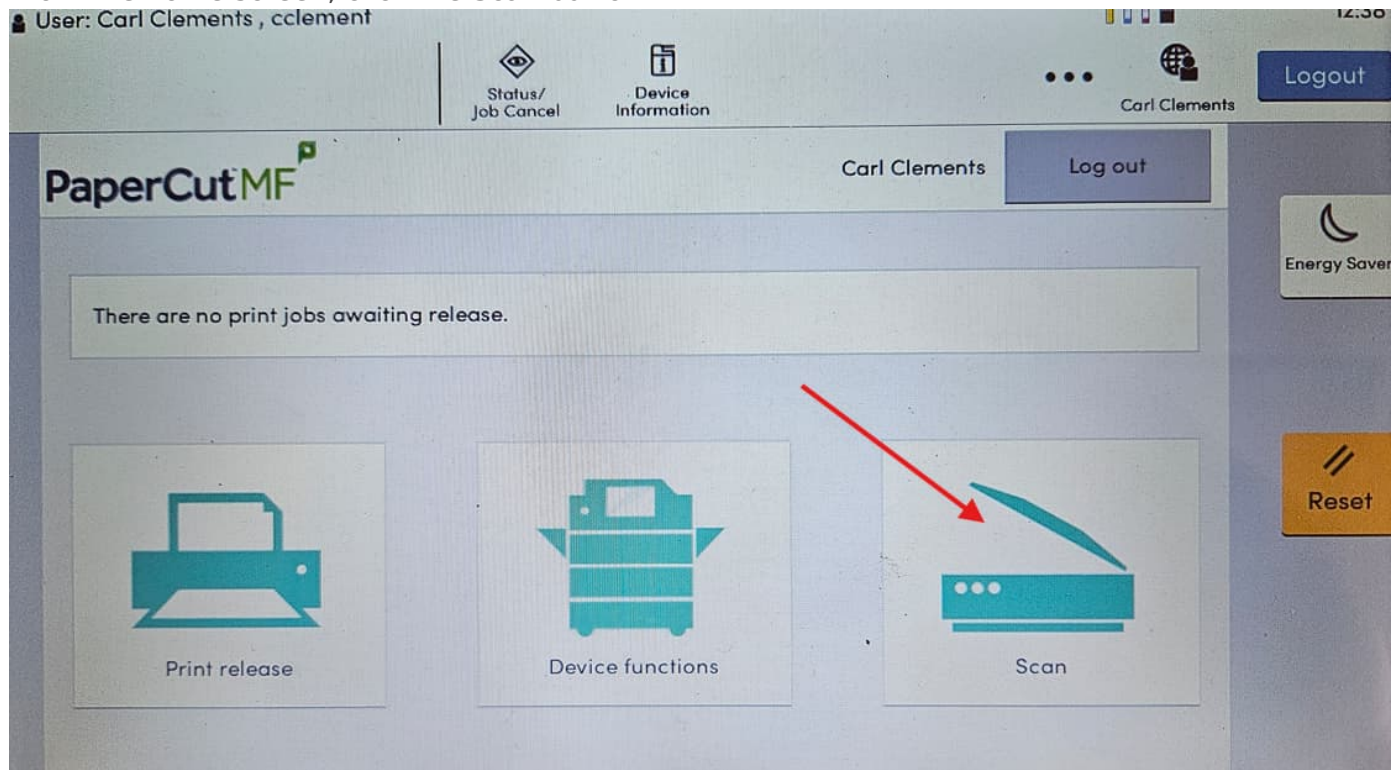
Originally posted by Cory Robbins on the West Fork Technology Hub (2023-02-16).

Scan From Copier to Email or Google Drive

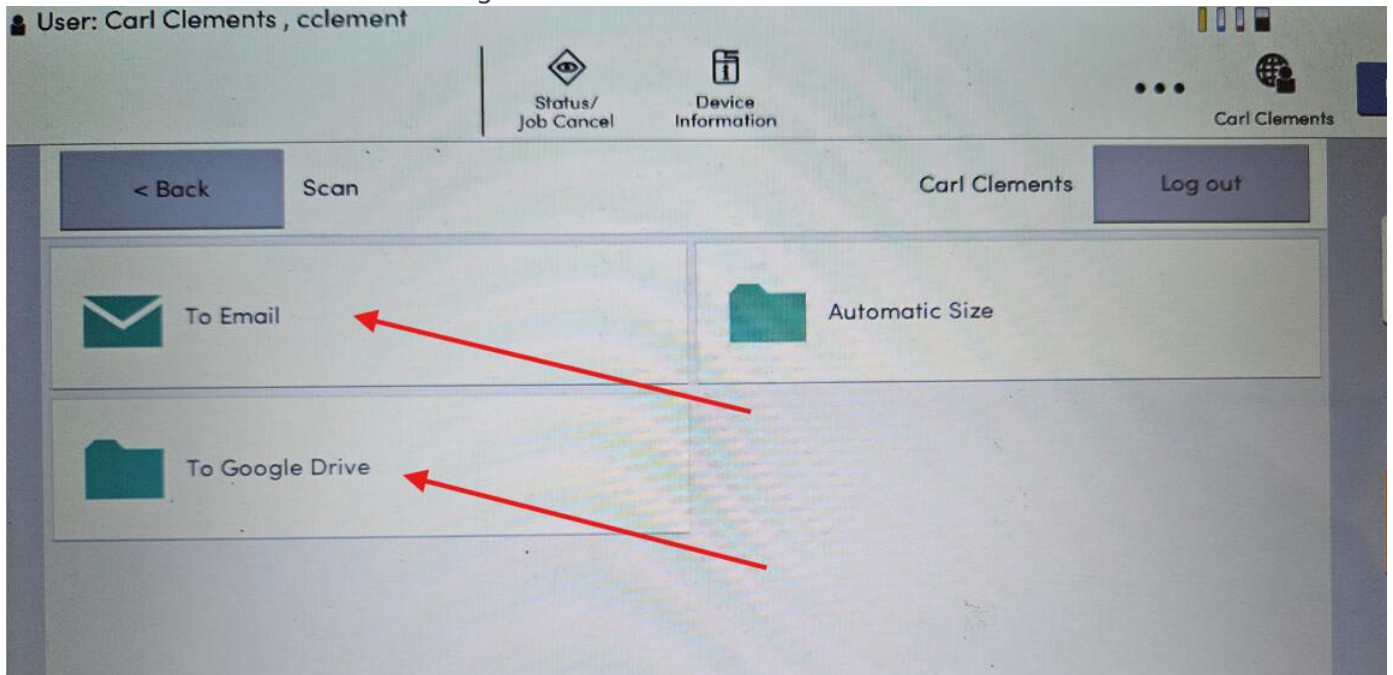
The color copiers offer two delivery options for scanned documents. Scanned documents can be sent by email or saved directly to Google Drive in PDF format.

To get started, use your badge to log on to the copier.

From the home screen, click the Scan button.

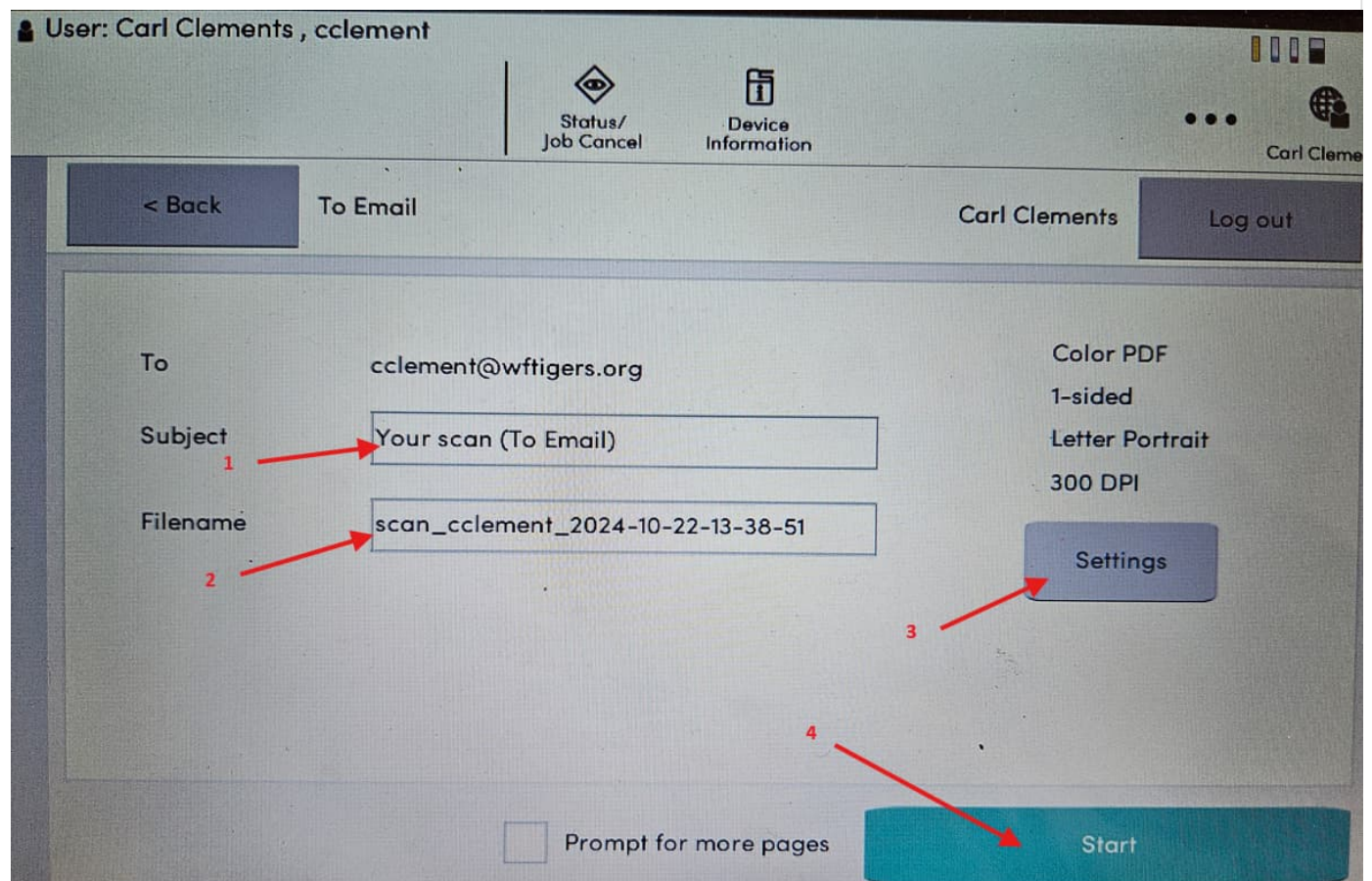


Choose either To Email or To Google Drive.



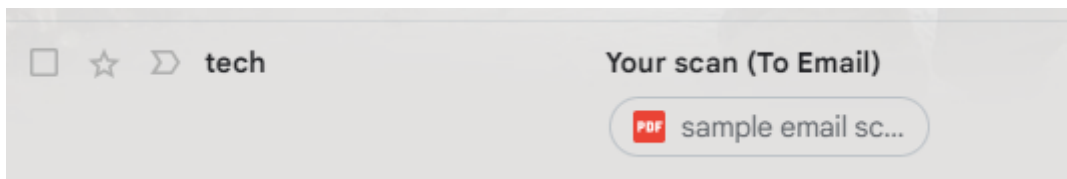
(Click the arrows below for detailed instructions.)

To Email



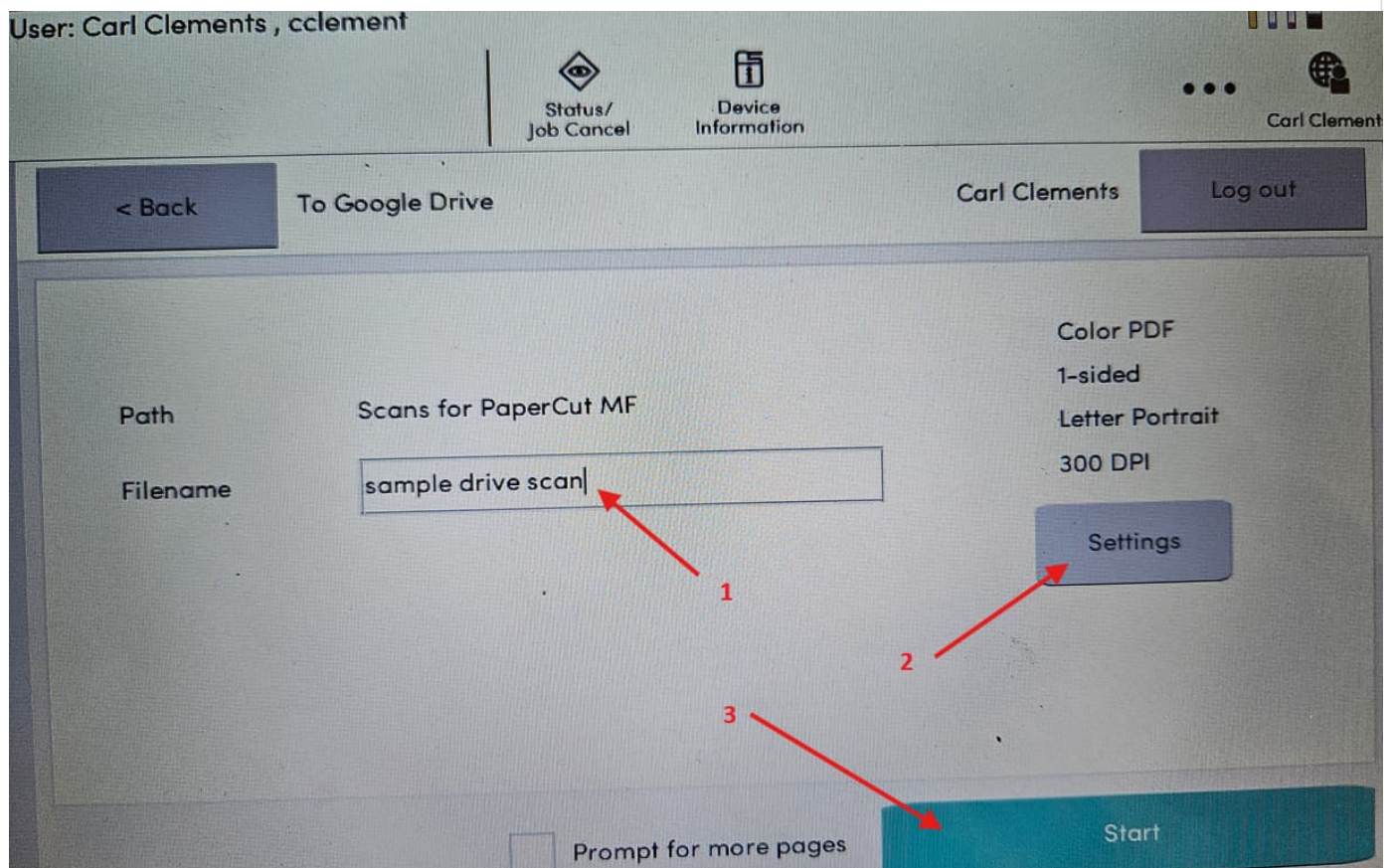
1. The Subject of the email can be changed. Click to access the onscreen keyboard.

2. The File name can also be changed in the same manner.
3. Click the Setting button for 2-sided scanning and many other options.
4. Place the document in the document feeder or on the scanner bed and click Start.



The document will be delivered to your email in pdf format. Note the sender is Tech.

To Google Drive



1. The Filename can be changed. Click to access the onscreen keyboard.
2. Click the Setting button for 2-sided scanning and many other options.
3. Place the document in the document feeder or on the scanner bed and click Start.

The document will be saved to your Google Drive in a folder called Scans for PaperCut MF. Note: you will also receive an email from Scans for PaperCut with a link to the scanned document.



Hi Carl Clements

Your scan sample drive scan is now waiting for you in Google Drive.

If you want to go straight to it, just click the button below.

[Go to your scan!](#)

Or, you can find it in Google Drive under **Scans for PaperCut MF**.

Happy scanning!

From the PaperCut team.

Originally posted by Carl Clements on the West Fork Technology Hub (2024-10-22).