

As part of the Print Optimization Project, many areas have received a new Lexmark Multi-Function Device to replace the copier they used to have. As the program continues, more of these devices will be installed across campus.

- **iPrint** is the software that manages the print drivers for each device, enabling users to print to a specific device.
- **Papercut** is the software that manages the accounts, logins and FOAPALS to charge print jobs to.
- **Follow Me Print/Secure Printing** is the option to print a job that is held until you release it at a device of your choosing.
- **WebPrint** is the option to print wirelessly from your laptop, or a computer you are not logged into, and release the print job at a device of your choosing.

## 1) Setup your computer for iPrint and Papercut

- Only required for non-managed systems. Managed systems running Zenworks should already have this installed (ie: current Evergreen systems)**
- If not sure, check if you already have iPrint:**  
Click Start – Programs and look for a folder called ‘Novell iPrint’. If it’s there, proceed to step 2.
- Non-Managed Windows machines – Install iPrint: \*Softinstall account or Admin access required \***  
Go to: <http://print.uregina.ca/ipp>  
Install iPrint client by clicking link at top of page “Install iPrint Client”  
Save file “nipp.exe”, then double-click it to install
- Non-Managed Windows machines – Install Papercut client: \*Softinstall account or Admin access required \***  
Win XP: Click Start - Run Win7: Click Windows button, click in Search box  
Type \\papercut\pcclient  
Open Win folder  
Run the "client-local-install" program and click Next  
Accept the license and click Next  
Default folder is fine, click Next  
Local install (ALL users), click Next  
Click Install button
- Mac and Linux machines:** Further instruction available at <http://print.uregina.ca>, bottom of the page


## 2) Choose Printers and Install required printer drivers

- Go to: <http://print.uregina.ca/ipp>
- Click the printer you need to connect to based on its’ location  
(ie: lxmkr-ED547 is located in ED547)
- Click Yes and The driver will install itself
- Click the next printer you wish to install  
*Recommended printers:*  
Find me a printer – Greyscale (for secure release of Black&White printing)  
Find me a printer – Colour (for secure release of Colour printing)  
*Optional printers:*  
Find me a Public Greyscale (to release printing at a public/library/lab B&W device)  
Find me a Public Colour (to release printing at a public/library/lab Colour device)

### 3) Print from your computer, immediate release/ non-delayed printing

- a) Print as usual, selecting the appropriate print settings
- b) Quick print will release the print job at your default printer
- c) If prompted to select a printer, choose a printer named lxmrc-location
- d) You will be prompted to select the sub-account to charge the printing to
  - **“Personal”** will charge you personally. Use this if you have applied credit to your account with a Prepaid Print Credit Card. If no credit is allocated to your personal account, it will be billed directly to you personally and payable at Financial Services, if you have ‘enabled printing’ as a student.
  - **“Shared Account”** allows you to charge to predetermined sub accounts, associated with different FOAPALS
- e) For Shared Accounts, select the appropriated option from the Account drop down menu.
- f) Print job will be waiting at the device for you

### 4) Print from your computer, Follow Me Print/ Secure Printing

- a) Click File-Print, (or -Print in Office 2007) and it will allow you to select the appropriate printer from the dropdown list
- b) To Secure Print/Release print job when you are ready, or release print job at another device, select “Find me a printer Greyscale” or “Find me a printer Colour”  
(If you choose a printer named lxmrc-location, the print job will print immediately at that location)
- c) You will be prompted to select the account to charge the printing to
- d) For Shared Accounts, select the appropriated option from the Account drop down menu.
- e) Print job will be held in queue until you release it at the device of your choice

### 5) Release a print job you have sent

- a) **Login** at the device
  - Press Start at the device interface
  - Enter your uregina.ca (novell/email) username using the touchscreen keyboard, and press Next
  - Enter your uregina.ca (novell/email) password using the touchscreen keyboard, and press Next
- b) Touch the **“Print Release”** button
- c) Any print jobs waiting for you will be displayed
- d) Touch the arrow next to the print job you wish to release
- e) Touch the **‘print job’** button
- f) Touch the Home button (picture of a little house) to return to the menu
- g) Touch the Logout button when you are done.

Note: Devices will automatically log you out after 1 minute, in case you forget

### 6) Web Print - Print wirelessly from a laptop, or from a computer you are not logged into

**Note: Webprint only works on campus, as you must be connected to the U of R network**

- a) Go to: <https://print.uregina.ca:9192/user>
- b) **Login** in with your usual novell/email credentials
- c) Select **‘Web Print’** from the left side menu
- d) Click **‘Submit a Job>>’**
- e) Click the radio button next to the type of printer you wish to release the job at  
**Recommended choice:** “Find me a printer” with location “Faculty and Department”  
If you print to a specific device by location, your print job will print immediately. If you choose “Find me a printer” it will be held until you release the job at a device.  
**NOTE:** Public/library/lab devices will be shown as well. The cost per copy when printing to a Public/library/lab device will be slightly higher than department devices.

- f) Click '**2. Print Options and Account Selection**'
- g) Enter the number of copies desired
- h) Select the appropriate account to charge
- i) Click '**3. Upload Document**'
- j) Browse for the file on the computer and select
- k) Click '**Upload & Complete**'
- l) Your job will be sent to the selected device

## 7) Copy/Scan/Fax

- a) Login at the device using your regular uregina.ca (Novell/email) credentials
- b) Choose the appropriate option from the menu
- c) Follow the onscreen prompts

**NOTE:** Pricing shown may not be accurate. When you release a job, it will show the worst case scenario, based on the most expensive options available at the device you have chosen. It does not know what the Actual cost will be until you confirm the print options and release the print job. Cost per copy is based on the device you print at.

*For further assistance, please contact the IT Support Centre*

Phone: 585-4685

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