

How to...

Install Ricoh PaperCut for Griffith Staff Windows computers

Introduction

The Ricoh PaperCut print system used on our Multi-function Devices provides flexibility and security. It features Find-Me-Print which allows you to retrieve your jobs from any available MFD. This guide will show you how to install Ricoh PaperCut software on your Griffith Staff Windows computer so you can print to MFD's on any Griffith campus.



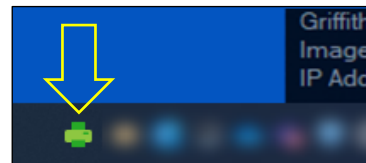
If you are using a Griffith Staff computer off-campus: You will need to connect to the [Griffith VPN](#) before completing the steps below.

Installation of the new PaperCut client will occur silently via SCCM in advance of the Ricoh MFD migration.

It will be visible within **Installable Applications** as **PaperCut PrintDeploy Jan2023**

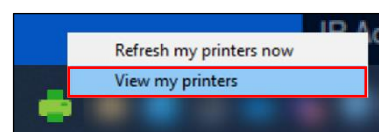
Software Center				
Available Software		Installation Status	Installed Software	Options
SHOW All				
NAME	TYPE	PUBLISHER	AVAILABLE AFTER	STATUS
GU Be Remarkable Font Audit	Application	Griffith	15/12/2021	Installed
Microsoft Teams Client	Application	Microsoft	24/06/2018	Installed
PaperCut PrintDeploy Jan2023	Application	Papercut	22/01/2023	Installed

After installation a new green MFD icon will appear in the Windows Taskbar.



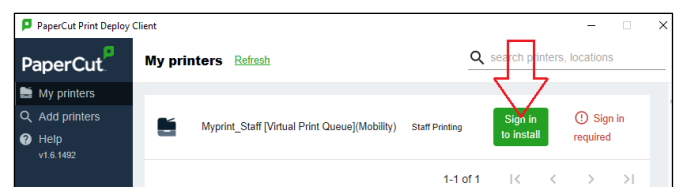
Step 1: Sign in to install the Myprint_Staff queue

- 1 Open the new Myprint_Staff Papercut queue installation by clicking on the **green MFD icon** then select **View my printers**.



- 2 A PaperCut client pop-up window will appear. Click on the green **Sign in to install** button.

Note: You do not need to activate Admin Permissions to install the queue.



- 3 Enter your **Griffith sNumber** and **Griffith password** then click **Sign in and install**.

Additional sign in required

Enter your password to install the following printer:
Myprint_Staff [Virtual Print Queue](Mobility)

Username *

s12345678

Password *

.....

Cancel Sign in and install

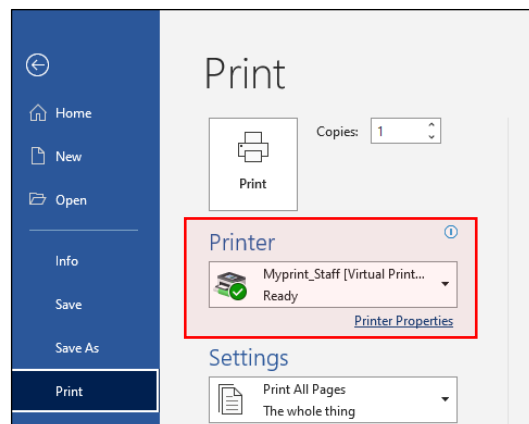
- 4 Installation will take around 30 seconds.

Once the installation status is **complete**, close the PaperCut client window.

Step 2: Confirm Myprint_Staff Queue is installed

- 1 Print a test document by selecting **Myprint_Staff [Virtual Print Queue](Mobility)** from the list of available printers.

In the Griffith Staff environment, Windows will remember the last printer you used and present that as the default next time.



For more information contact:

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