

Over 60,000 organizations in over 100 countries utilize the power of PaperCut to reduce their printing, copying, scanning and faxing costs while also reducing their environmental impact.

Best Practices | Education

Best Practice | *PaperCut Solution*

Secure release of Printing and Copying | *PaperCut Secure Print Release*

PaperCut secure print release provides a simple solution that places jobs in a holding state until the user authenticates and releases the job at the printer. Users may select individual jobs to release or have jobs automatically print after successful authentication.

Payment Options for Printing and Copying | *PaperCut Payment Gateways*

Give end users the ability to make payments into their PaperCut account using payment gateways. Payment gateways allow third party systems to connect to PaperCut in a supported manner. Common gateways include leading providers like PayPal and Authorize.Net which allow real-time online payments via credit card.

Printing from Wireless Devices | *PaperCut Web Print (Mobile Printing)*

Web Print is PaperCut's unique and industry leading solution to manage the growing need for printing from laptops, wireless devices and anonymous users. As a core feature of PaperCut, Web Print enables printing from user-owned devices without the overhead of installing printer drivers and managing server authentication. PaperCut's Web Print has been deployed across hundreds of education campuses and is an ideal solution for offering print services via student owned laptops and netbooks.

Print from Multiple Locations | *PaperCut Find Me Printing*

Find Me printing solves the problem of finding the closest printer from a long list of available printers. It is a roaming print service that allows print jobs to find users based on their physical location. It is a great solution for large sites operating a common printer fleet. Users simply print to a single global virtual queue, then go to a print release station and release their print job(s). PaperCut knows which printers are nearby and picks the best one without bothering the user with the details. Where multiple local printers are available, intelligent load balancing algorithms are used to determine the best candidate based on factors such as printer load and error conditions.

Self Management of Print and Copy Account | *PaperCut User Web Interface*

The user web interface provides a range of functionality that empowers users to make the most of PaperCut without requiring intervention from administrators. The user web interface allows users to do what they need for themselves, and quickly get back to what they were doing. When the user web interface is accessed from a mobile browser, such as Mobile Safari from an iPhone, a lightweight interface is presented. This interface has been optimized for viewing on mobile devices and provides access to common tasks. The user web interface also provides the entry point for the Web Print module. The user web interface may be styled to match your organization or intranet pages.

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Manage Print and Copy Policies | *PaperCut Rules Based Routing*

Use PaperCut to monitor printing, encourage sensible use and find pain points. Remind or force users via popup or rules to print duplex. Route large jobs to dedicated high-volume printers. Discourage or prohibit users from printing emails. Discourage or prohibit users from printing web pages in color. Be proactive, ensure that administrators are kept abreast of any printing issues via automatic emails/sms alerts. Alerts may be sent when a printer is in error (e.g. a paper jam that the user was unable to clear), a printer's toner level is low and other errors/conditions that occur in the printing process.

Charge Different Amounts for Different Types of Prints and Copies | *PaperCut Advanced Charging Rules*

PaperCut can define costs on a per-printer basis. Full differential charging models take into account standard sizes, size category, area, color/grayscale or duplex mode. Combine PaperCut's Advanced Charging rules with filters for precise control over charges and use. You can apply discounts to encourage use of grayscale and duplex printing or utilize page-level color detection so users are only charged the color rate on pages that actually contain color.

Restrict Printing and Copying | *PaperCut Print and Copy Filters*

Filters are a great way to control printing. They can be used to convert or restrict print jobs. PaperCut can automatically convert student printing to duplex or grayscale while also automatically detecting and deleting duplicate jobs. Filters can be applied to Prevent large jobs from being printed on slow printers, and stop jobs of certain names/types. Filters can be applied or activated by domain group, maximum cost, color mode, size and many more variables.

Enforce Print Quotas | *PaperCut Print Quotas*

Particularly popular in schools, colleges and universities, print quotas are used to control and restrict users to sensible use by allocating a quota/allowance/budget. For example, students might be allocated \$10 worth of printing each week. Once this amount of printing has been used the student will be unable to print any more. (Some organizations allow students to add additional credit from their own funds). Quotas may be easily allocated on a daily, weekly or monthly basis, or on custom dates like the start of a term or semester. It is also possible to specify a maximum limit on quota allocations to prevent users from "banking up" their quota. PaperCut uses a currency based system for print accounting. Each user has their own balance, e.g. \$5.00, and each printer has assigned costs (which may be different for different sizes, color, duplex mode, etc.), such as \$0.10 per grayscale page. A currency model leads to less waste, because users naturally choose the cheapest way to print.

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Choose a scalable Print Management Solution | *PaperCut Clustering and Load Balancing*

PaperCut is designed to scale to 100,000+ users. To ensure reliability on networks of this size, network architects may adopt strategies including clustering, which builds in redundancy by implementing a failover strategy, server load balancing, which spreads tasks across multiple servers, and printer load balancing, which spreads print jobs among printers. PaperCut is a cluster compatible application. Clustering is supported under Windows (Microsoft Cluster Server / MSCS, Microsoft Failover Cluster Manager / MSFCM, Veritas Cluster Server / VCS) and Linux (Novell Cluster Services / NCS, Linux-HA) at all levels of the application along with Printer load balancing which can also be implemented at different layers.

Who, What, When, Where, Why and How | *PaperCut Reporting*

PaperCut gives you access to 50+ common reports with one click. You can run them from anywhere on the network with a standard web browser. PaperCut allows you to see the sample of the reports before running them. Options include PDF reports, HTML and Microsoft Excel formats. Dozens of standard pre-built reports covering, users, printers, shared accounts, groups and logs are available and you can customize report headers with your own organization's logo and details. One-click Reports give you access to the most important data in realtime - straight from your web browser, from anywhere on your network. Ad-hoc reports are created with custom data by specifying date ranges, filtering and sorting by the data available. They are great for giving you different perspectives on printing and copy usage. You can also create reports that will be regularly generated and emailed to members of your organization or scheduled to be saved to disk. Great for sending regular reports to managers without even needing to compile it first.

If you require more power than PaperCut's in-built filters and restrictions you can leverage Advanced Scripting. To make it easy to get started, advanced scripting comes with dozens of pre-written recipes. The scripting language used is the most popular scripting language, JavaScript. To modify scripts an inbuilt JavaScript editor is provided with syntax highlighting and clear error reporting if your script contains an error. The power of scripts is nearly limitless with the number of input variables and possible actions provided.

A solution that Works on All Platforms | *PaperCut is Cross Platformed*

PaperCut is part of the new wave of applications that support all platforms equally. We believe that applications should not dictate your choice of operating systems. Therefore PaperCut supports any combination of print servers and user workstations running under Windows, Linux, Mac or Novell OES that you already have running or might be planning to use in the future. Our administration and user interfaces are web based, detached from the underlying server technology, ensuring the exact same look & feel irrespective of the server technology. Any computer that has a web browser can interact with PaperCut.

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Choose a Solution that is Simple to Install and Deploy | *PaperCut installation Wizard*

PaperCut is simple to install and deploy, it comes equipped with an easy to use 8 step installation wizard that takes just minutes to complete.

A Solution that Everyone Can Use | *PaperCut Translation*

PaperCut is an international application. It has been designed with international support in mind and as such is used in helping users in over 100 countries save on their printing costs. When logging into the user web interface language is automatically detected based on the user's browser and desktop settings. The language may also be overridden by choosing a different language. The language options available include: Chinese (Simplified and Traditional), Croatian, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hebrew, Hungarian, Italian, Japanese, Korean, Lithuanian, Polish, Portuguese (Brazil and Portugal), Russian, Serbian, Slovak, Slovene, Spanish, Swedish, Turkish. End-users accessing the end-user web interface and receiving pop-ups for print job confirmation and account selection will experience PaperCut in their native language.

Reduce Our Environmental Impact | *PaperCut Environmental Impact Reporting*

One of the primary aims of PaperCut is to reduce printing levels by changing a user's printing behavior. Implementing monitoring, quotas and charging are a good way of drawing a user's attention to their habits. The topic of the environment, global warming, and waste management is currently an area of debate and interest to many. Highlighting the environmental aspects of their activities is another good way to modify a user's behavior. Environmental impact counters are shown to users when logging into the user web interface. Administrators can also view the impact of users or printers via the details pages in the admin interface. The environmental impact counters may also be displayed in other locations, such as the sidebar in Windows Vista, or on an intranet page using the web widgets.