

# How to use Papercut as administrator?

## How to use Papercut as administrator?

1. Go to: <https://print.usm.maine.edu:9192/admin>
2. Enter your UMS (MaineStreet) ID

The image shows a login form for PaperCut. At the top, the PaperCut logo is displayed in green. Below the logo, there is a text prompt: "Please login with your MaineStreet credentials, or ISO number if using a guest card." The form contains three input fields: "Username" with a text box, "Password" with a text box, and "Language" with a dropdown menu currently set to "English". A "Log in" button is located at the bottom right of the form area.

**PaperCut™**

Please login with your MaineStreet credentials, or ISO number if using a guest card.

Username

Password

Language

The next page is the Papercut Dashboard.

From this page you can:

- See printing statistics
- See current printer status for all online printers
- See a real time printing log
- Tabbed options for Papercut tasks

**System Status**

- System uptime: 63d 5h
- Users: 24,410
- Printers: 103
- Recent errors: 0
- Recent warnings: 26
- Total Pages: 805,722
- Pages today: 5,305
- Hold/release jobs: 2
- Active user clients: 621

**Pages Printed (per day, last 30 days)**

Line graph showing daily page counts from 2012-02-06 to 2012-02-26. A peak is noted on 2012-02-24 with 2,591 pages printed.

**Printer Status**

Printer Name	Toner Level
printing1USM-GOR-FH	Low toner (6%)
printing1USM-GOR-LIB-COLOR	Low toner (8%)
printing1USM-GOR-ONECARD-HP4250	Low toner (26%)
printing1USM-LAC-116	Low toner (15%)
printing1USM-LAC-LIB	Low toner (18%)
printing1USM-LAC-LIB-A	Low toner (18%)
printing1USM-LAC-LIB-B	Low toner (4%)
printing1USM-LAC-LLW	Low toner (18%)

**Real-time Activity**

- 11:54:06 AM: Queuing a job printed by "sarah.n.tompkins" on "printing1USM-POR-LB-..."
- 11:53:56 AM: Queuing a job printed by "julia.miles" on "uma-b-print/UMA-P4P-B-..."
- 11:53:56 AM: A job printed by "sarah.n.tompkins" from "130.111.129.111" is waiting on...
- 11:53:53 AM: Queuing a job printed by "jeremy.cunniff" on "printing1USM-POR-LB-..."
- 11:53:46 AM: A job printed by "julia.miles" from "130.111.23.176" is waiting on user input...

3. Click on the printers tab, this is the only tab most admin users will have rights to use, and allows you to monitor, and release print jobs.

**Printer List**




Quick find:

Show Filter

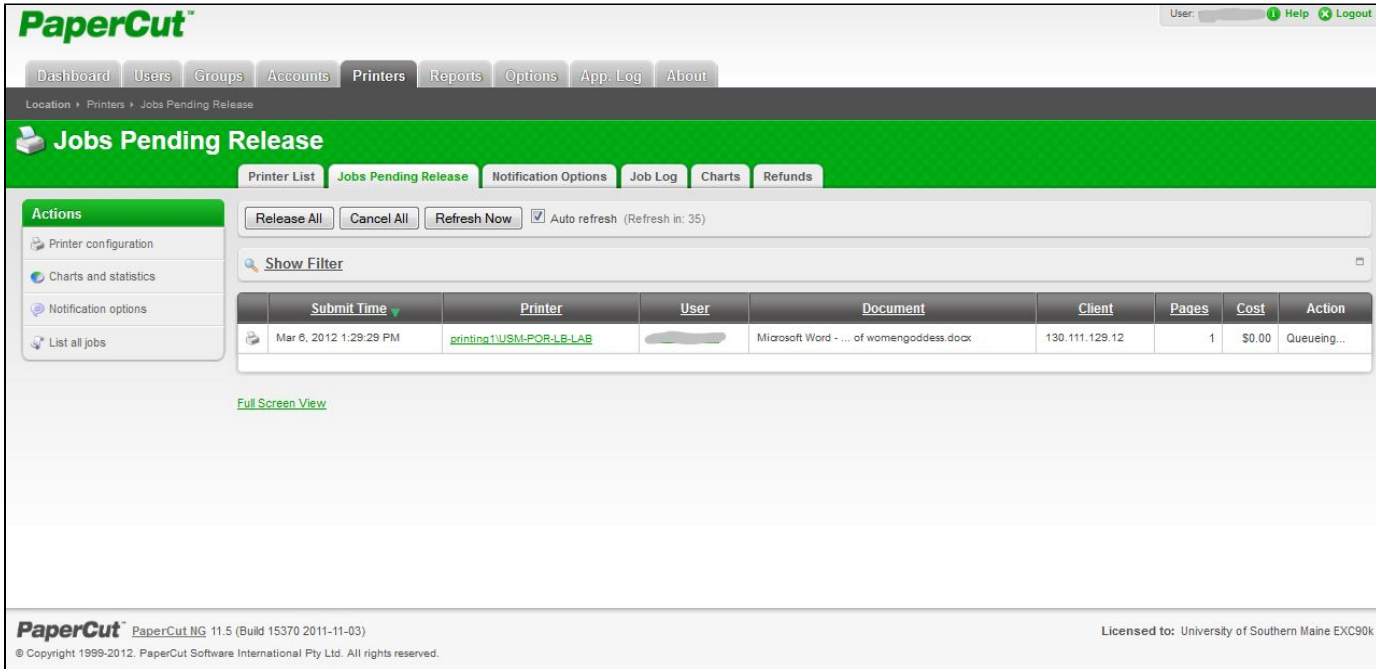
Printer	Page Cost	Filtered	Total Pages	Total Jobs
printing1USM-LAC-LIB (virtual)	\$0.04 (simple)	Filtered (2)	0	0
printing1USM-LAC-LIB-A	\$0.04 (simple)	Filtered (2)	22,072	3,770
printing1USM-LAC-LIB-B	\$0.04 (simple)	Filtered (2)	34,154	5,804
printing1USM-LAC-LIB-COLOR	\$0.25 (simple)	Filtered (2)	1,440	193
printing1USM-LAC-LIB-IM	\$0.04 (simple)	Filtered (2)	3,336	540
printing1USM-LAC-LLW	\$0.04 (simple)	Filtered (2)	814	144
printing1USM-LAPTOP (virtual)	\$0.04 (simple)	Filtered (2)	0	0
printing1USM-LAW-IM	\$0.04 (simple)	Filtered (2)	51,005	5,966
printing1USM-LAW-LAB	\$0.04 (simple)	Filtered (2)	19,981	2,250
printing1USM-POR-BILL-VI-3622	\$0.04 (simple)	Filtered (2)	41	41
printing1USM-POR-CC	\$0.04 (simple)	Filtered (2)	23,641	5,100
printing1USM-POR-EAP-VI-4222	\$0.04 (simple)	Filtered (2)	19	19
printing1USM-POR-GLICK-2ND	\$0.04 (simple)	Filtered (2)	4,766	936

4. The printer list shows all UMS online/offline printers

Red X means the printer is disabled, you can check this status by clicking on the printer

	<a href="#">printing1USM-POR-LB-LAB-A</a>
	<a href="#">printing1USM-POR-LB-LAB-B</a>
	<a href="#">printing1USM-POR-LB-LAB-C</a>

5. If a student/faculty puts a item on hold, use the Jobs Pending Release tab to release. Multiple jobs can be released as a group by using the release all button.



**PaperCut** User: [redacted] [Help](#) [Logout](#)

Dashboard Users Groups Accounts **Printers** Reports Options App. Log About


Location > Printers > Jobs Pending Release

### Jobs Pending Release

Printer List **Jobs Pending Release** Notification Options Job Log Charts Refunds

[Release All](#) [Cancel All](#) [Refresh Now](#)  Auto refresh (Refresh in: 35)

[Show Filter](#)

Submit Time	Printer	User	Document	Client	Pages	Cost	Action
 Mar 6, 2012 1:29:29 PM	<a href="#">printing1USM-POR-LB-LAB</a>	[redacted]	Microsoft Word - ... of womengoddess.docx	130.111.129.12	1	\$0.00	Queuing...

[Full Screen View](#)

**PaperCut** PaperCut NG 11.5 (Build 15370 2011-11-03) Licensed to: University of Southern Maine EXC90k  
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6. Often students/faculty do not see their print job, and they ask why? Use the Job Log tab to identify:

- Who printed
- Which printer the print job went to
- How many pages printed
- The cost of the print job
- The name of the document with file extension
- The status: this is important, in this column you can look to see if the document has printed yet, or if printing was denied, this commonly occurs when the account has insufficient funds available.

**PaperCut™** User: [ ] Help Logout

Dashboard Users Groups Accounts **Printers** Reports Options App. Log About

Location: Printers > Job Log

## Job Log

Printer List Jobs Pending Release Notification Options **Job Log** Charts Refunds

Actions: Printer configuration, Charts and statistics, Notification options

Show Filter (filter active: remove)

Date	User	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Mar 6, 2012 1:31:35 PM	[ ]	[ ]	printing1USM-GOR-LIB-IM-B	1	\$0.04	Quip (16 Wounded)	LETTER (ANSI_A) Duplex: No Grayscale: Yes 153 kb 141.114.162.57 PostScript	Denied Not Charged
Mar 6, 2012 1:31:31 PM	[ ]	[ ]	printing1USM-POR-LB-LAB-C	16	\$0.64	Microsoft PowerPo ... [Compatibility Mode]	LETTER (ANSI_A) Duplex: No Grayscale: Yes 21.737 kb 130.111.129.24 PostScript	Printed
Mar 6, 2012 1:31:20 PM	[ ]	[ ]	printing1USM-POR-CC	16	\$0.64	Microsoft Word - Ch12a09-1	LETTER (ANSI_A) Duplex: No Grayscale: Yes 497 kb 141.114.154.71 PCL6	Printed
Mar 6, 2012 1:31:20 PM	[ ]	[ ]	printing1USM-LAC-116	1	\$0.04	The Mobile Masses Store.xlsx	LETTER (ANSI_A) Duplex: No Grayscale: Yes 306 kb 130.111.142.05 PostScript	Printed Checked

**Status Column Key:**

**Printed** means the print job is in the queue but not printed yet

**Printed + Checked** means the print job has successfully printed

**Denied + Not Charged** means the print job failed

**Please do not do:**

- \* Do not ever delete a printer
- \* Do not adjust the cost of printing
- \* Do not make any changes under the Notification Options Tab