Printing - Getting Started



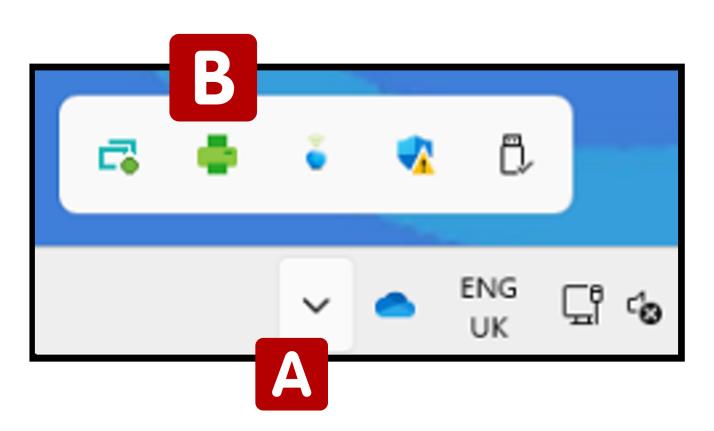
To print at Great Oaks college, we have introduced a self service mechanism using the PaperCut Print Deploy feature. To start, you will first need to authenticate to the main system. This is a one time process per computer you log into. Follow these steps to get printing...

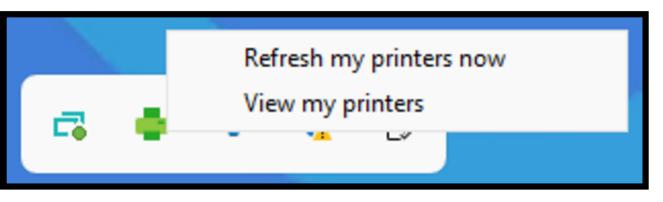
Step One

Launch the PaperCut Print Deploy software by clicking on the "Up Arrow" (A) located near the clock at the bottom right hand corner of your screen

Step Two

Right click on the Green (or White) printer icon (B) and select "View my printers"





Printing - Authenticating

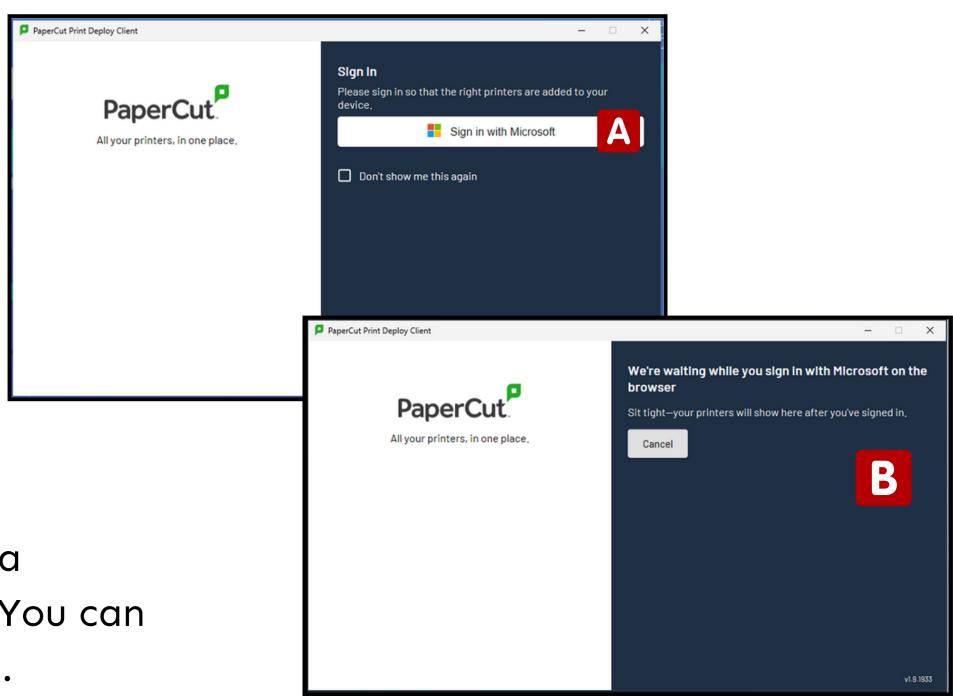


Step Three

The client launches and asks you to sing in with Microsoft - click on this button (A)

The screen will change and inform you that you are being logged in. (B)

As part of the authentication process, a Microsoft Edge tap opens up to help - You can safely close this window once signed in.



Printing - Installing

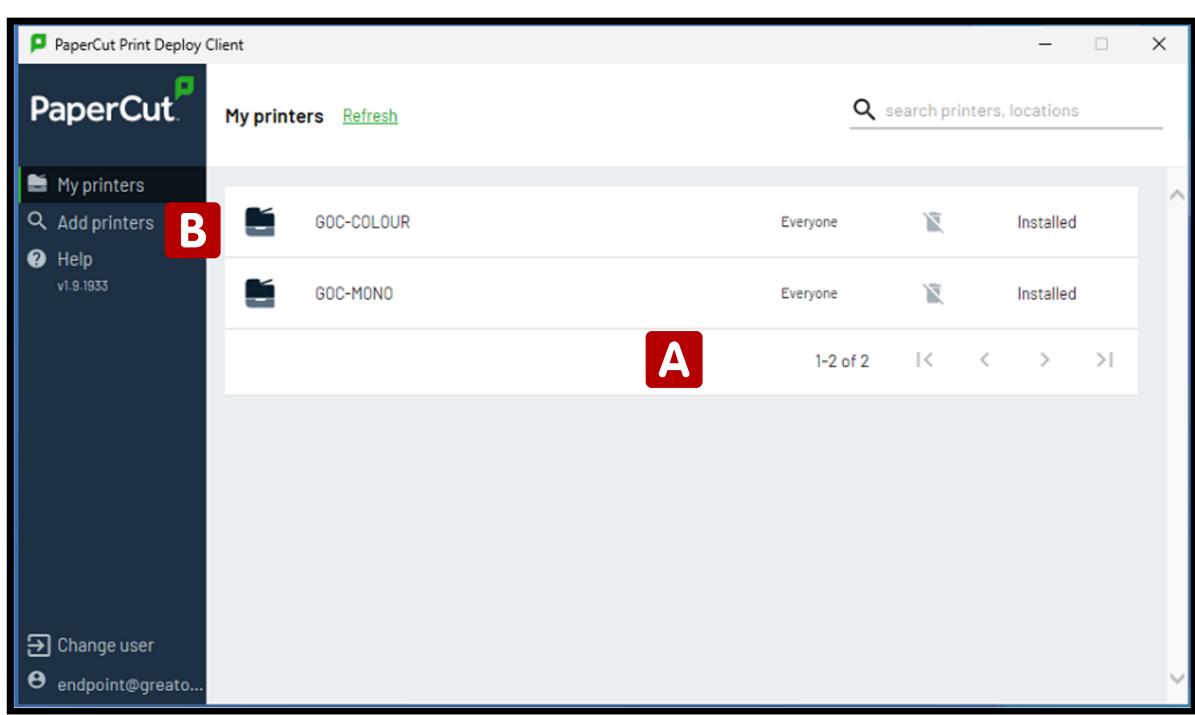


Step Four

Once successfully logged in, you will be oresented with a printer list. The printers that represent the large Ricoh copier (GOC-MONO and GOC-COLOUR) are automatically installed. (A)

Step Five

If you want to print to a 'non-standard' printer, select the "Add printers" option from the menu on the left. (B)



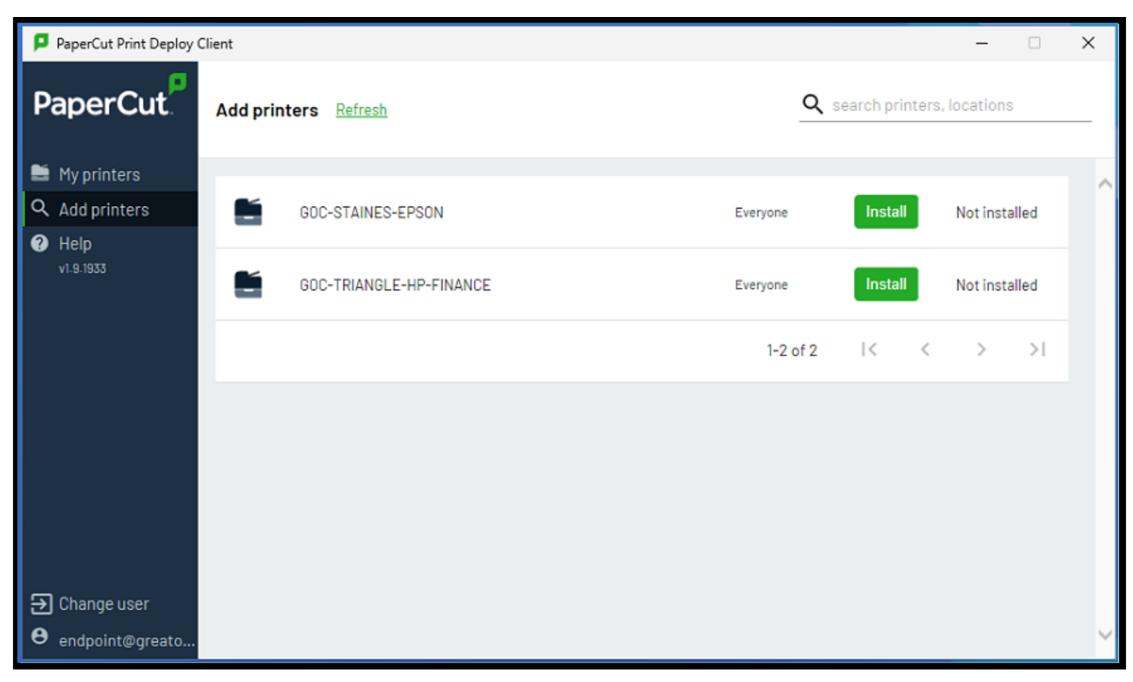
Printing - Additional Printers



Step Six

After clicking on the "Add printers" menu option, the screen will change to show any additionally available printers.

You can install the additional printers, one at a time, by clicking the green "Install" button.



Printing

Step Seven

Once you have successfully authenticated, you will now be able to print to the school copiers and retrieve your prints from any device.

