OUWB Student Printing

OUWB is implementing a program called PaperCut to facilitate our new student printing solution. PaperCut, along with the Konica Minolta Bizhub, will provide students a secure printing solution, as well as the ability to make copies and scan documents directly to their email. The Konica Minolta Bizhub print stations are located in the OUWB student lounge and at the Kresge medical library. Students should see that a printer named: **OUWB PaperCut Printing** has been added to their list of available printers and an application called PCClient has been added to their Application folder. If the application or printer is not on your list, please email medhelp@oakland.edu for assistance in obtaining them.

OUWB will provide each student with an account balance of $100 to use towards their print or copy jobs for that academic year. With each print or copy job, an automatic deduction, based on the table below, will be made against the student's account balance. On July 1st, each year thereafter, account balances will be **reset** to $100. The per page printing and copying fees are as follows:

Per Page Print/Copy	Single-Sided	Double-Sided
Grayscale	.08	.12
Color	.20	.36

There are no fees for scanned documents

If within the academic year, students use up the initial $100 allotment and still have printing needs, students may add **personal funds** to their PaperCut account. Any unused **personal funds** in an account as of June 30th, will roll over and be added to the auto balance of $100 on July 1. **Added personal funds are non-refundable**, so only add as much as needed to get through the academic year. To add personal funds to a print account, please email medhelp@oakland.edu.

If there is an issue with the Konica Minolta print station, please email medhelp@oakland.edu for assistance. Paper will be checked on a regular basis and some will be stored in the cabinets next to, however, if paper is needed, please email Diane Reed at dianereed@oakland.edu.

There are two ways to release a print job sent to the queue. One way is through the PaperCut web interface and the other is at the print station via the touchpad. Please see directions below.
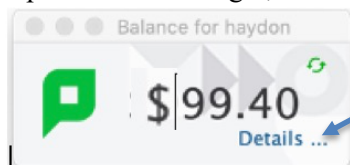
Print

In order to print, you must be **on campus with your laptop and connected to the Grizznet-Secure wireless network**. Instructions to connect can be found here: https://kb.oakland.edu/uts/Connecting_to_Grizznet_Secure

Send a print job:
1. Launch the PaperCut app (PCClient) found in the Applications folder on your laptop.
2. Upon launch, you will be presented with this window. Use your NetID credentials to login.
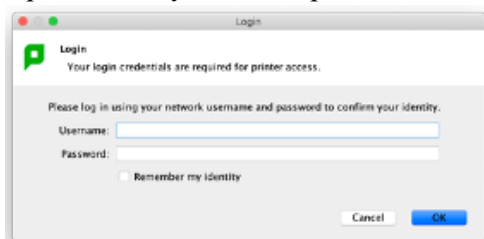
3. Upon successful login, this window will appear in the menu bar of your desktop showing your current balance.

Click on **Details** to log into the PaperCut web interface (netid password). You will see the print rates, your print and copy history, and have the ability to release your print jobs from the queue (no touch printing)

4. Now you may send any print jobs that you have to the printer: OUWB PaperCut Printing.
5. Your print job will wait in the queue for up to 24 hours. After 24 hours, the print job will be automatically deleted.
6. When you send a print job, the following window will pop-up. Use your NetID credentials to authenticate and choose the length of time your credentials remain active. (use for multiple print jobs)
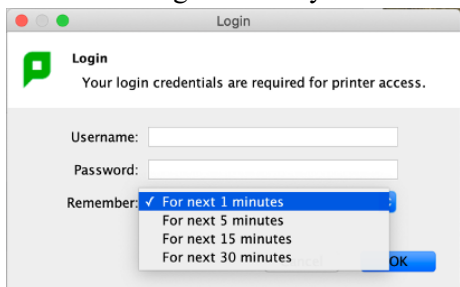
7. Once your print job is on the server, you will see this confirmation message.
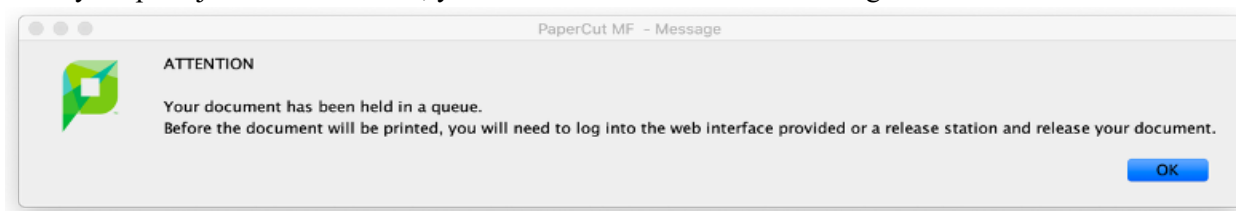
Release a print job via PaperCut Web Interface (No touch printing)

1. Release your print job by clicking on Details in the balance pop up window (no touch). To get the balance pop up window back, click on PaperCut icon in the menu bar.
2. Select **Jobs Pending Release** at left column
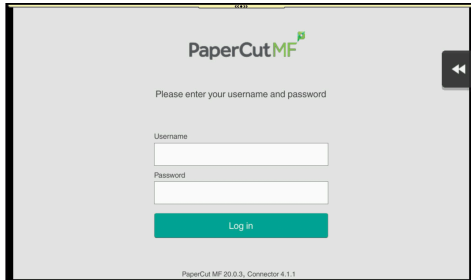3. Here you can select either Print or Cancel for each of your print jobs in the queue
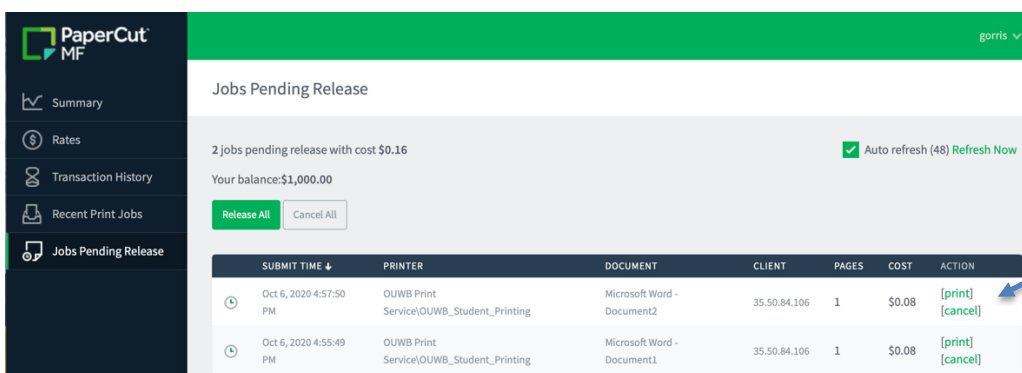
4. Select the Konica Minolta BizHub print station you wish to send the job. Medical Library or Student Lounge
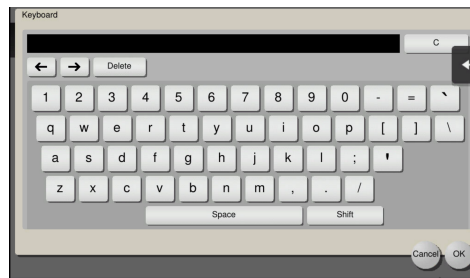
Be at the printer to immediately retrieve your print job

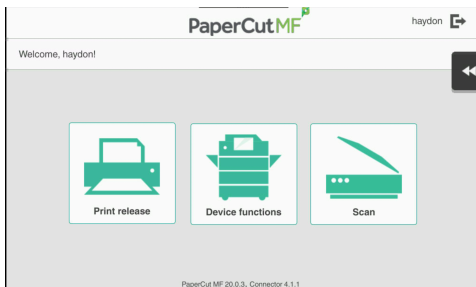<u>**Release a print job via Konica Minolta Bizhub print station**</u>

1. **Sanitize hands before and after touch panel use on printer**
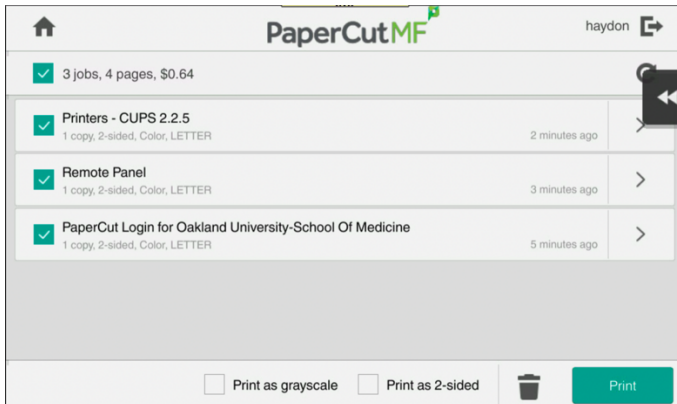2. Log in to the touch panel on the Konica Minolta BizHub print station (Library or Lounge)

Touch Username field   Enter username and touch OK

Touch Password field   Enter password and touch OK
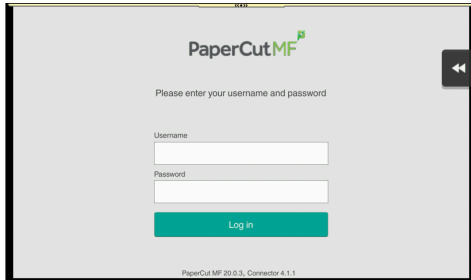
Touch Login

3. Select **Print release**
4. Select the print job(s) you wish to release from the list and tap the **Print** button.

5. Click the House icon to go Home and start another activity or if finished, tap the exit icon in the upper right corner to log out

Copy

1. Sanitize hands before and after touch panel use on printer

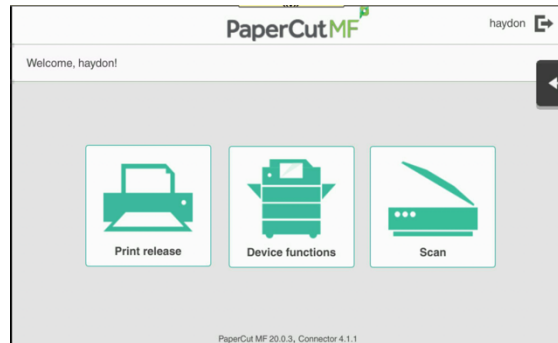2. Log in to the touch panel on the Konica Minolta BizHub print station

Touch Username field   Enter username and touch OK

Touch Password field   Enter password and touch OK

Touch Login

3. Place paper face up on input tray

4. Tap **Device Functions** to bring up the copy settings

5. Select applicable copy settings

Black or Full Color
Single or Double Sided
No. of Sets for Quantity

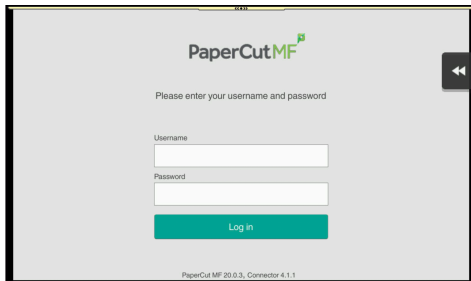
Press Start button under touch panel to begin copy job

6.

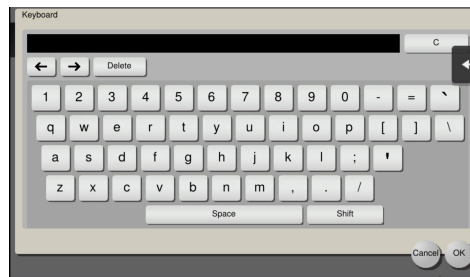When finished, touch the exit icon in upper right corner to log out

Don't forget to take your originals from under the paper loader

Scan (to your email)

1. Sanitize hands before and after touch panel use on printer

2. Log in to the touch panel on the Konica Minolta BizHub print station
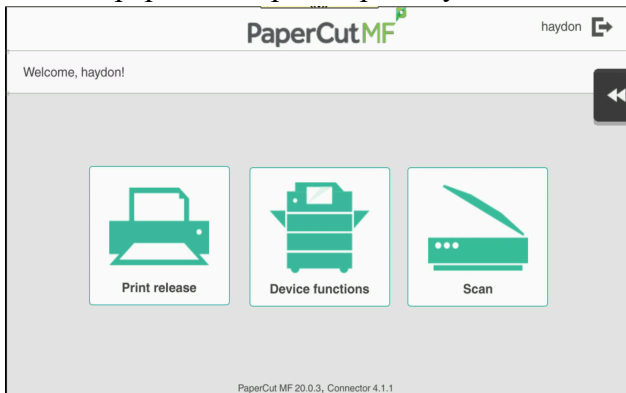

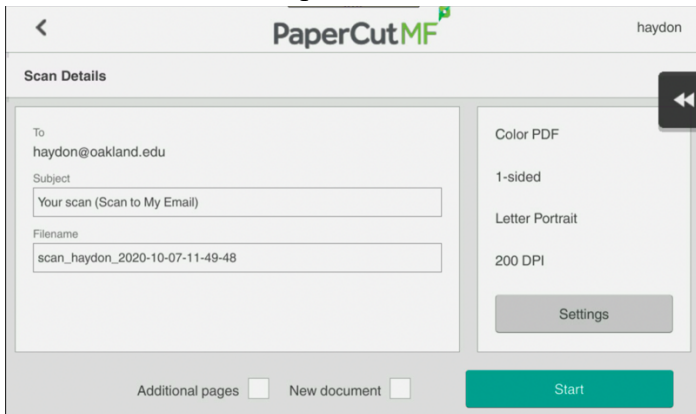Touch Username field

Touch Password field

Touch Login

Enter username and touch OK

Enter password and touch OK

3. Place paper face up on input tray

Tap **Scan** option

4. You can change the **Subject** and the **FileName**

5. To change to 2-sided scanning tap **Settings**

6. Press Start on touch panel or Start button on Printer

When finished, touch the exit icon in upper right corner to log out