

# How to Use PaperCut to monitor and restrict printing

1. Accessing PaperCut
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3. Managing Printers and monitoring jobs
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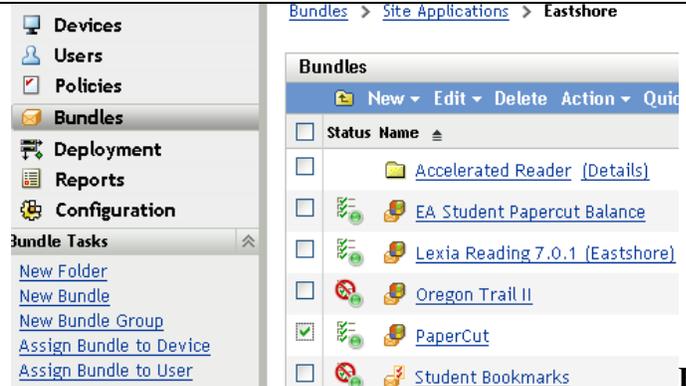
## 1. Accessing PaperCut

- a. Open up your browser and type in the address: <http://siteservername:9191> and bookmark the link. i.e., for Eastshore: <http://ea-fp:9191>

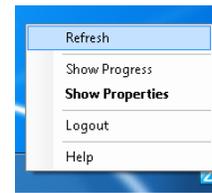
**Note:** For easy access, the PaperCut bundle (app) is also available.

- b. Open up your browser and type in the address: <http://zcc.ad.iusd.org> to access ZCC.
- c. Browse to Bundle > Site Applications > your site and check box next to PaperCut.
- d. Click on Assign Bundle to Device or Assign Bundle to User on the left panel to your workstation or user, browse to your site and check option to have it appear on the desktop. (Fig1)
- e. Right-click on the Z icon in the system tray on your computer, select Refresh (Fig2) and the PaperCut shortcut will appear on your desktop (Fig3).

**Note:** If shortcut doesn't appear, log off and on.



**Fig1**



**Fig2**

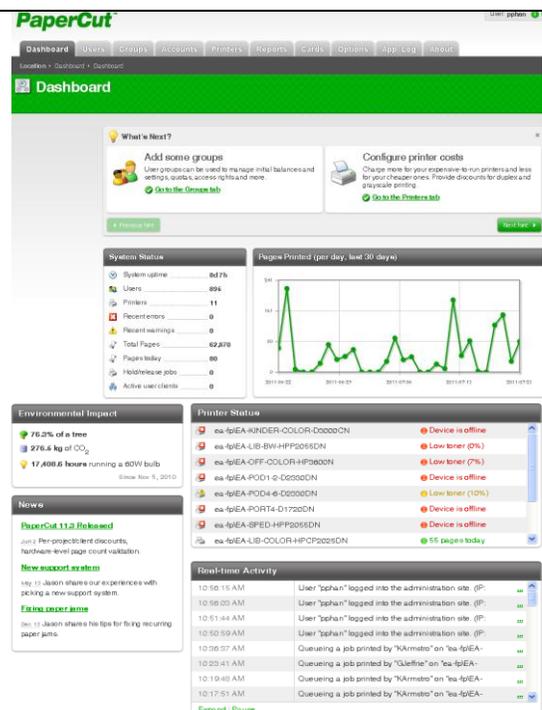


**Fig3**

- f. After you either type in the PaperCut address in your browser or double-click on the PaperCut shortcut, the PaperCut page will appear.



- g. After you log in with your Windows account, you will be presented with the Dashboard page which gives you an overview of the whole system with very useful info such as the total number of pages printed, number of pages printer per day the last 30 days, status of all printers (whether they're offline, have low toner, how many pages some printers printed today), and real-time info such as who printed at what time, what changes were made...



## 2. Managing Users

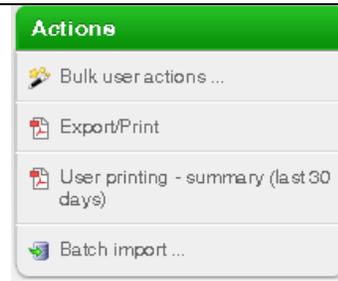
- a. Clicking on the Users tab at the top will display the list of users with their username, full name, balance, status (restricted or not), number of pages printed and the number of jobs processed.

**Note:** users must be restricted for filters or restrictions to be applied.

Username	Full Name	Balance	Restricted	Pages	Jobs
17abdallahomar	Omar Abdallah	\$48.40	Yes	39	28
17abdallahjaved	Javed Adal	\$48.50	Yes	54	27
17abdavid	David Ahn	\$49.70	Yes	14	11
17ajimma	Ma Ajro	\$48.50	Yes	32	25
17alexandernya	Mya Alexander	\$48.40	Yes	42	34
17arguelleandrew	Andrew Arguelles	\$48.00	Yes	35	29
17baibaithony	Anthony Baik	\$48.00	Yes	31	28

- b. To change user settings click on Bulk user actions under Actions section on the left.

**Note:** To get a PDF report on the user list, click Export/Print. To get a PDF report on user printing in the last 30 days, click on User printing – summary (last 30 days)



- c. When the Bulk User Operations page appears, in the User Selection, if you want to make changes to a group, click on [All Users] drop-down menu and select the group you want to make changes to. (Fig1)

**Note:** 5 groups should be listed by default. The 2 groups that you mostly would want to change are the Staff or Student groups.

If you want to make changes to a user or some users only then click on in the group drop-down menu, select *in this list* and type the username(s) of the user(s) (separated by comma) you want to make changes to. (Fig2)

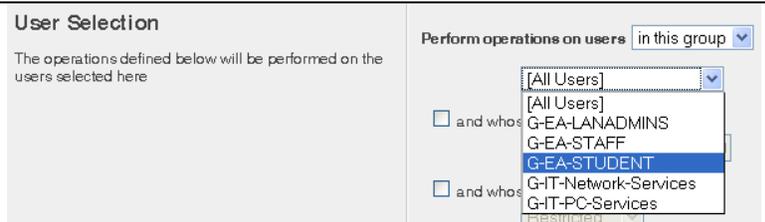


Fig1

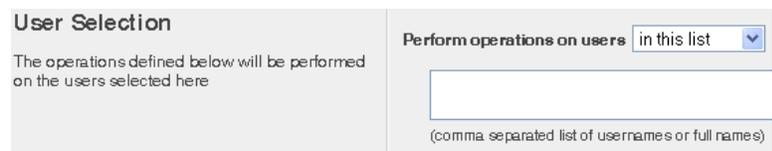


Fig2

- d. The Edit credit balance section will allow you to change the balance for that group or list of users by selecting either Adjust credit by which will add that amount to whatever current balance the user has (check Only allow accumulation up to either if you want to set a maximum balance not to go over), or by selecting Set credit to which will change user current balance to the new balance set. Click on OK at the bottom.

- e. The Change settings section will allow you to change the restriction by checking box next to Change restriction and selecting either Restricted or Unrestricted.

**Note:** Only restricted users can have filters applied to them. Also, beware that when restricted users reach a zero balance then they can no longer print. So unless that is what you want, you should set a high credit balance or a low page cost so users can always print.

### 3. Managing Printers and monitoring jobs

- a. Clicking on the Printers tab will display the list of printers with the page cost, whether any filters have been set, the total pages printed or total jobs processed.

Printer	Page Cost	Filtered	Total Pages	Total Jobs
[Template printed]	\$0.10 (simple)	No filters	0	0
ea-fp\EA-KINDER-COLOR-C6000CN	\$0.10 (simple)	No filters	1,332	760
ea-fp\EA-LIB-BW-HPP2055DN	\$0.10 (simple)	Filtered (1)	10,880	4,715
ea-fp\EA-LIB-COLOR-HPCP2025DN	\$0.10 (simple)	Filtered (1)	8,244	3,620
ea-fp\EA-OFF-COLOR-HP3600N	\$0.10 (simple)	No filters	12,215	3,705
ea-fp\EA-PODI-2-C6330DN	\$0.10 (simple)	Filtered (1)	3,487	1,552

- b. Clicking on a printer name will give a summary of the printer configuration like IP address, toner usage, options to set filters and restrictions, job logs, as well as statistics on printer activity over different periods.

**Printer Details: ea-fp\EA-LIB-BW-HPP2055DN**

Summary | Advanced Charging | Filters & Restrictions | Scripting | Job Log | Statistics

**Configuration**  
Simple configuration options. Advanced configuration options are available below and on the other tabs.

**Hosted on**  
ea-fp

**Type/Model**  
HP LaserJet P2055dn

**Serial number**  
JPBF937611

**Physical identifier**  
net:\10.75.48.83

**Toner status**  
Black: 0% [update]  
Last updated on Jul 8, 2011 1:15:10 AM

- c. You also have the ability to change the cost per page as well as to disable printing for a defined amount of time or indefinitely by clicking on Enable/Disable drop-down arrow.

Page cost  
\$0.10 (simple)

Enable/Disable  
Enabled

- Enabled
- Disable for next 10 minutes
- Disable for next 30 minutes
- Disable for next hour
- Disable until tomorrow
- Disable for 1 week
- Disable for 2 weeks
- Disable for 1 month
- Disable indefinitely

**Note:** be careful with disabling printing for any period of time as this will affect any user. Let your users know otherwise they will call you when they cannot print.

- d. The Filters & Restrictions tab will allow you to save you paper and toner by restricting which group is allowed to print (Group Restriction) and which group is allowed to print color (Groups With Color Access), the maximum cost of print job (Maximum Cost), the minimum and maximum number of pages allowed (Page Count), and the maximum number of copies allowed (Maximum Copies), whether duplex documents are allowed only (Duplex Mode), whether only grayscale or color jobs are allowed (Color Mode), and a very usable option is the ability to prevent duplicate jobs such that if a user were to print the same document twice or more because the first one didn't print then duplicate jobs will be deleted if submitted within a defined time (Duplicate Documents). Click on Apply when you are satisfied with the options set.

Summary | Advanced Charging | Filters & Restrictions | Scripting | Job Log | Statistics

**Filter Scope**  
Specify how filters should be applied to users.  
 Only apply filters to restricted users

**Group Restriction**  
Specify which groups should have access to this printer.  
 Only allow the following groups to print:

**Groups With Color Access**  
Specify which groups should have access to color printing.  
 Only allow the following groups to print in color:

**Maximum Cost**  
Filter by document cost. This filter is used to prevent users from accidentally using an excessive amount of their allowance in a single document.  
Maximum: \$0.00

**Page Count**  
Filter by the number of pages within a document. This filter may help accomplish tasks such as preventing large documents on slow printers or small documents on specialist high volume printers.  
Minimum: 0  
Maximum: 0

**Maximum Copies**  
Filter by document copy count. This filter is used to limit the maximum copy count for a single print job.  
Maximum: 0  
(This option may not be available on all hardware)

<b>Duplex Mode</b> Filter either duplex (double sided) or simplex (single sided) documents. This filter can be used to enforce duplex printing on selected printers.	<input type="checkbox"/> Deny print jobs based on duplex mode: <input type="text" value="Allow duplex documents only"/>
<b>Color Mode</b> Filter documents by their color/grayscale mode. This filter, used in conjunction with system access permissions, can be used to prevent selected users from printing in color.	<input type="checkbox"/> Deny print jobs based on color mode: <input type="text" value="Allow grayscale documents only"/>
<b>Document Name</b> Filter jobs by their document title and/or file extension. Note: This option is not a "security feature" and can be easily bypassed by renaming documents. It's useful to stop accidental printing of known problem documents such as the company's large "accounts.xls" spreadsheet.  To use a Regexp, enclose the pattern in forward slashes. For example: /\/.pdf/  (This option may not be available on all hardware)	<input type="checkbox"/> Deny print jobs based on document name or <input type="text"/> (comma separated document names or extensions)
<b>Paper Size</b> Filter by the document's paper size. This filter may help prevent jams and ensure best quality by ensuring the document's paper size matches the loaded paper.  (This option may not be available on all hardware)	<input type="checkbox"/> Only allow the following paper sizes: <input type="button" value="Select sizes (0 selected)"/>
<b>Spool Size</b> Filter by the document's spool file size. This filter can help avoid overloading a printer by denying excessively large print jobs.	<input type="checkbox"/> Deny print jobs with a spool size larger than: <input type="text" value="0"/> KB
<b>Duplicate Documents</b> Filter out duplicate or "double submitted" jobs. Some applications print two documents when the shortcut icon is accidentally double-clicked. This filter will automatically delete duplicate documents issued within a set time.	<input checked="" type="checkbox"/> Deny duplicate documents submitted within: <input type="text" value="60"/> seconds

e. In step a-d, the settings were only set for the one printer selected. If you'd like to apply the same settings like cost and restrictions to other printers then on the left hand site under Actions, click on Copy settings to other printers.

**Actions**

- Reset Counts
- Copy settings to other printers
- Rename this printer
- Delete this printer
- View charging rules
- View filter rules
- View job log
- View statistics

f. When the Copy printer settings screen appears, in the Source section, the printer you just applied restrictions to should be listed first (click on drop-down arrow to select a different printer). Just check the box next to the setting(s) you'd like to copy to other printers. Here the cost and filter settings are checked but usually, you'll only want to copy the filter settings.

**Copy printer settings**

**Source**  
Select the printer and type of information to copy.

Copy settings from:

- Copy cost settings
- Copy filter settings
- Copy release station settings
- Copy user-level override settings
- Copy authentication settings
- Copy color detection settings
- Copy failure mode settings
- Copy watermark settings
- Copy cost adjustment settings
- Copy Web Print settings
- Copy printer group settings
- Copy scripts

g. In the Target section, check the printers you'd like to copy the settings from and then click on Copy. The Printer List screen will appear (as shown in step a) and display under Filtered column which printer has restrictions set (denoted by Filtered followed by a number in parentheses representing the number of restrictions set)

**Target**  
Select the printers that the above information should be copied to. Please be careful as the operation is not reversible.

To printers:

- [Template printer]
- ea-fp|EA-KINDER-COLOR-D3000CN
- ea-fp|EA-LIB-BW-HPP2055DN
- ea-fp|EA-LIB-COLOR-HPCP2025DN
- ea-fp|EA-OFF-COLOR-HP3600N
- ea-fp|EA-OFF-COLOR-HP3600N
- Select all printers

- h. The Job Log tab will allow you to see what has been printed on each printer in chronological order, when it was printed, who printed it, how many pages was printed, what program it was printed from as well as the document name.

The screenshot shows the 'Job Log' interface with a green header and navigation tabs. The 'Show Filter' tab is active, displaying a table of print jobs. The table has columns for Usage Date, User, Changed To, Printer, Pages, Cost, Document Name, Attribs, and Status. Four rows of data are visible, all showing jobs printed on 11 Jul 2011 by user 'cberhane' on printer 'Epson-HP2005DN'.

Usage Date	User	Changed To	Printer	Pages	Cost	Document Name	Attribs	Status
Jul 25, 2011 9:36:57 AM	cberhane	cberhane	Epson-HP2005DN	1	\$0.10	Microsoft Word - Assessment Letter 11-12	LETTER (ANSI) Duplex: No Grayscale: Yes 35 kb EACOFFICE-ADMIN PCL6	Printed [refund icon]
Jul 25, 2011 9:36:44 AM	cberhane	cberhane	Epson-HP2005DN	1	\$0.10	Microsoft Word - Assessment Letter 11-12	LETTER (ANSI) Duplex: No Grayscale: Yes 36 kb EACOFFICE-ADMIN PCL6	Printed [refund icon]
Jul 25, 2011 9:36:29 AM	cberhane	cberhane	Epson-HP2005DN	1	\$0.10	Microsoft Word - Assessment Letter 11-12	LETTER (ANSI) Duplex: No Grayscale: Yes 35 kb EACOFFICE-ADMIN PCL6	Printed [refund icon]
Jul 25, 2011 9:36:14 AM	cberhane	cberhane	Epson-HP2005DN	1	\$0.10	Microsoft Word - Assessment Letter 11-12	LETTER (ANSI) Duplex: No Grayscale: Yes 35 kb EACOFFICE-ADMIN PCL6	Printed [refund icon]

- i. If you are looking for something specific like who printed a 100 page document or some inappropriate document, click on Show Filter. You can then filter by specifying a date range, group, user, printer name, documents that are between a range of pages, or even a document name. Click on Apply Filter and any info meeting your filter will be returned.

The screenshot shows the 'Hide Filter' interface with various search criteria. The 'Between dates' field is set to '11 Jul 2011'. Other fields include Group, User, Server, Printer, Printer Group, Allocated Account Type, Document Name, Pages between, Client, Duplex, Grayscale, Paper Size, Status, Denied, Reason, Invoiced, Comment, Web print, and Signature.

## 4. Creating Reports

- a. PaperCut allows you to not only create user and printer reports but also allows you to schedule to have those reports emailed to you periodically. Each report can be displayed in PDF, HTML, or CSV format. Resting your mouse over each logo after each report category will display the format. Each report can be generated for the last 30 days, previous month, last 7 days, today, or Ad-hoc (you specify the date). Just click on drop-down menu after each category.
- The User sub-tab allows you to create reports on all the users with their username, full name, balance, whether they are restricted, the total number of pages printed and the number of jobs processed; the largest print users; the job type (i.e., page size, grayscale or color, the total number of pages and jobs processed); printer summary (which printers each user printed to and how many pages and jobs they printed and the cost associated); and logs (i.e., what program was used and the document name, the number of pages printed, and whether they were grayscale or color).
- The Period Comparison Reports will allow you to compare user printing for the past 2 weeks, 2 months, or Ad-hoc (you specify the periods).

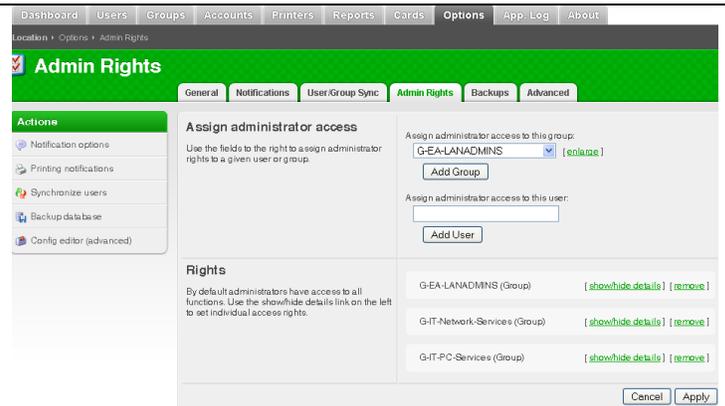
- b. The Printer sub-tab allows generating similar reports as the ones found under the User sub-tab but adds a few extra categories specific to printers like Busiest printers (Fig1), Denied print jobs (Fig2), and Ratio Reports (Fig3) which will detail the ratio of pages used by each printer relative to other printers, as well as the ratio of grayscale pages relative to color pages for each printer.

- c. To schedule a report to be emailed to you, click on the Schedule/Email Reports tab. You then select the type of report by clicking on Type drop-down menu, give it a title, choose either PDF or CSV format, choose how frequently you want the report to be emailed (Daily, Weekly, Fortnightly, Monthly), and then type the email addresses of the people you want to send the report to in the Recipients field. Click on Add when done.

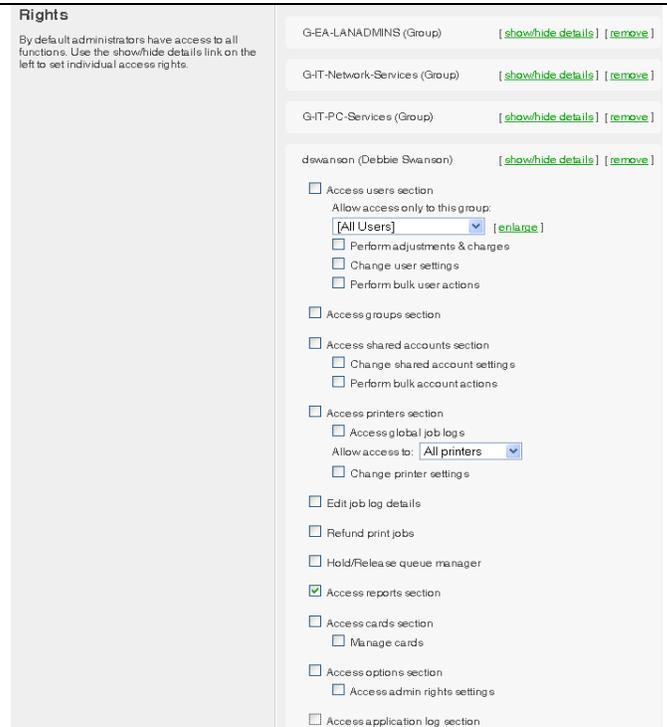
## 5. Management and Access Rights

- a. The Options tab and the Admin Rights sub-tab will allow you to delegate rights to certain users. By default members of the LAN Admins group at a site as well as Network Services and PC Services groups have full rights. To delegate certain rights to a specific user, just type the username of the user in the Assign administrator access to this user field and click on Add user.

**Note:** only users that are listed under the Users tab can be added.

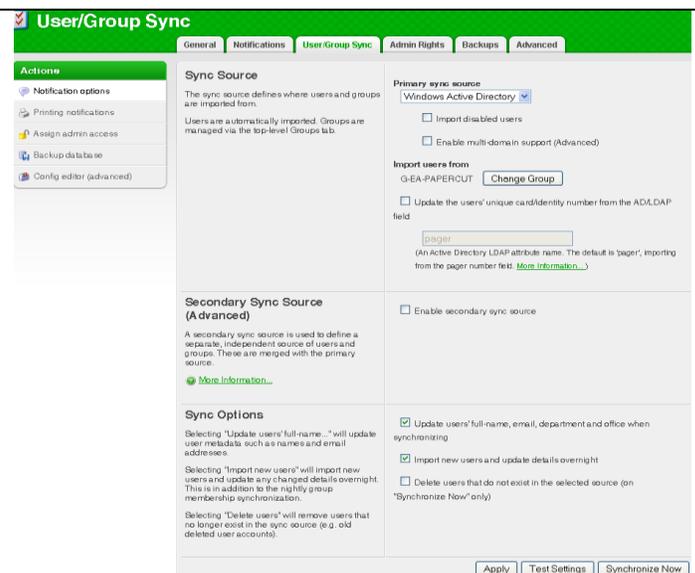


- b. As an example, dswanson (Debbie Swanson) was given some Admin rights and her name appears under Rights section. Clicking on show/hide details next to her name will display all the rights she has access to. By default, a user will have full rights but by unchecking the sections you don't want them to have access to and leaving checked only the one(s) you want them to have access to, you essentially limit their rights. In this particular case, Debbie only has rights to access the reports section and thus only have rights to generate reports. Click on Apply when you are done.



- c. If there's a new user at a site and the user doesn't appear in the list of users, you can sync PaperCut with Active Directory (AD) so that the new user will appear. Click on the User/Group Sync tab and click on Synchronize Now or click on Test Settings to see which user(s) will get synchronized.

**Note:** by default the system will synchronize with AD every night so you don't have to manually sync unless you want to have the new user appear right appear in PaperCut so that restrictions can be applied.



**Note:** if you need more info or help, please click on Help button at the top right section or search the knowledge base



or <http://www.papercut.com/kb/>