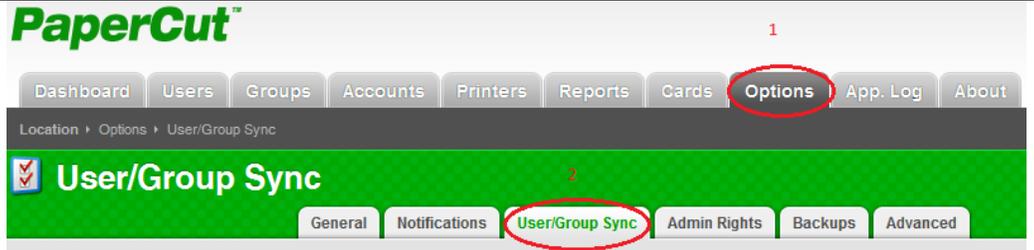


# PaperCut Maintenance

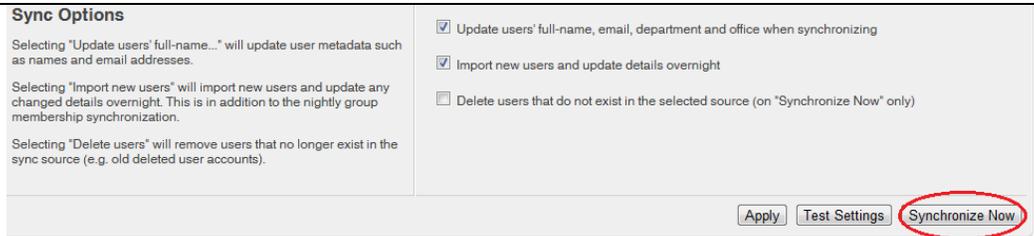
## Synching new users with PaperCut

PaperCut synchronizes its users and groups with AD at midnight everyday. That means that new users added to AD in the morning will not show up in PaperCut until after midnight. A manual sync is needed to import new users in Papercut.

1. Click on *Options* tab and on *User/Group Sync* tab



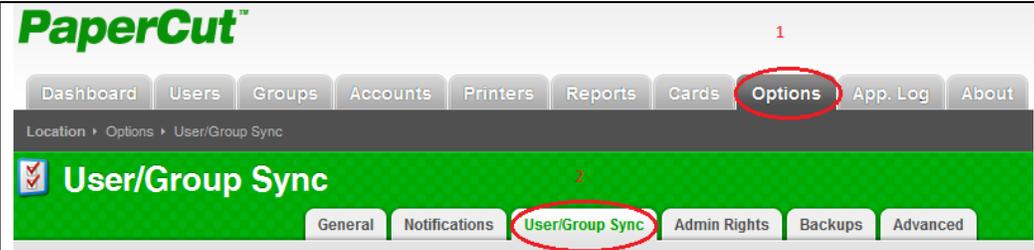
2. Click on *Synchronize Now*



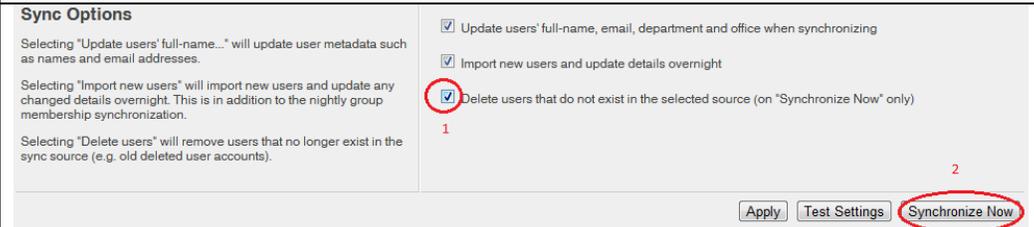
## Deleting obsolete users

Once users and groups are imported into PaperCut from AD they reside permanently in PaperCut. A manual sync is needed to delete obsolete users and sync the user list in AD and PaperCut

1. Click on *Options* tab and on *User/Group Sync* tab



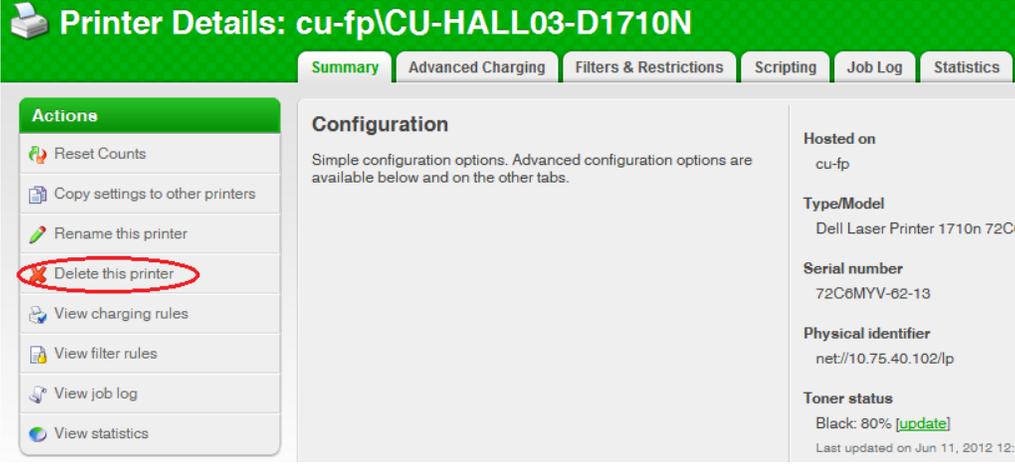
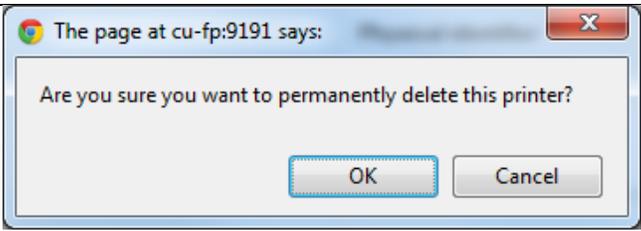
2. Check box next to *Delete users that do not exist in the selected source* at the right of the Sync Options section. Then click on *Synchronize Now*



**Note:** after you click on Synchronize Now, the box will be unchecked again. That is normal. You can click Users tab and verify the obsolete users have been deleted.

## Deleting obsolete printers

Printers created in AD will automatically appear in PaperCut but printers that are deleted or renamed in AD will not be automatically deleted or renamed in PaperCut. You have to manually delete the obsolete printers in PaperCut one at a time.

<p>1. Click on <i>Printers</i> tab</p>	 <p>The screenshot shows the PaperCut web interface. The 'Printers' tab is highlighted with a red circle in the navigation menu. The breadcrumb trail below the menu reads 'Location &gt; Printers &gt; Printer List'.</p>																																			
<p>2. Click on the obsolete printer</p>	 <table border="1"> <thead> <tr> <th>Printer ▲</th> <th>Page Cost</th> <th>Filtered</th> <th>Total Pages</th> <th>Total Jobs</th> </tr> </thead> <tbody> <tr> <td>[Template printer]</td> <td>\$0.10 (simple)</td> <td>No filters</td> <td>0</td> <td>0</td> </tr> <tr> <td>cu-fp\CU-CRC-D2390DN</td> <td>\$0.10 (simple)</td> <td>No filters</td> <td>0</td> <td>0</td> </tr> <tr> <td>cu-fp\CU-HALL01-COLOR-D3115CN</td> <td>\$0.10 (simple)</td> <td>No filters</td> <td>3,995</td> <td>1,957</td> </tr> <tr> <td>cu-fp\CU-HALL02-COLOR-D3115CN</td> <td>\$0.10 (simple)</td> <td>No filters</td> <td>7,000</td> <td>2,537</td> </tr> <tr> <td>cu-fp\CU-HALL03-COLOR-D3115CN</td> <td>\$0.10 (simple)</td> <td>No filters</td> <td>16,047</td> <td>5,056</td> </tr> <tr> <td>cu-fp\CU-HALL03-D1710N</td> <td>\$0.10 (simple)</td> <td>No filters</td> <td>7</td> <td>5</td> </tr> </tbody> </table>	Printer ▲	Page Cost	Filtered	Total Pages	Total Jobs	[Template printer]	\$0.10 (simple)	No filters	0	0	cu-fp\CU-CRC-D2390DN	\$0.10 (simple)	No filters	0	0	cu-fp\CU-HALL01-COLOR-D3115CN	\$0.10 (simple)	No filters	3,995	1,957	cu-fp\CU-HALL02-COLOR-D3115CN	\$0.10 (simple)	No filters	7,000	2,537	cu-fp\CU-HALL03-COLOR-D3115CN	\$0.10 (simple)	No filters	16,047	5,056	cu-fp\CU-HALL03-D1710N	\$0.10 (simple)	No filters	7	5
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<p>3. In the Actions panel on the left click on <i>Delete this printer</i>.</p> <p><b>Note:</b> please check the printer list in Print Management. Any printer that doesn't show up in Print Management can be deleted in PaperCut.</p>	 <p>The screenshot shows the 'Printer Details' page for 'cu-fp\CU-HALL03-D1710N'. On the left, the 'Actions' panel contains several options, with 'Delete this printer' circled in red. The main content area shows configuration details for the printer, including its model (Dell Laser Printer 1710n 72C) and toner status (Black: 80%).</p>																																			
<p>4. Click on OK when asked if you want to permanently delete this printer.</p>	 <p>The screenshot shows a standard Windows-style confirmation dialog box. The text inside reads: 'The page at cu-fp:9191 says: Are you sure you want to permanently delete this printer?'. There are 'OK' and 'Cancel' buttons at the bottom.</p>																																			
<p>5. Repeat steps 1 through 4 to delete other obsolete printers</p>																																				