

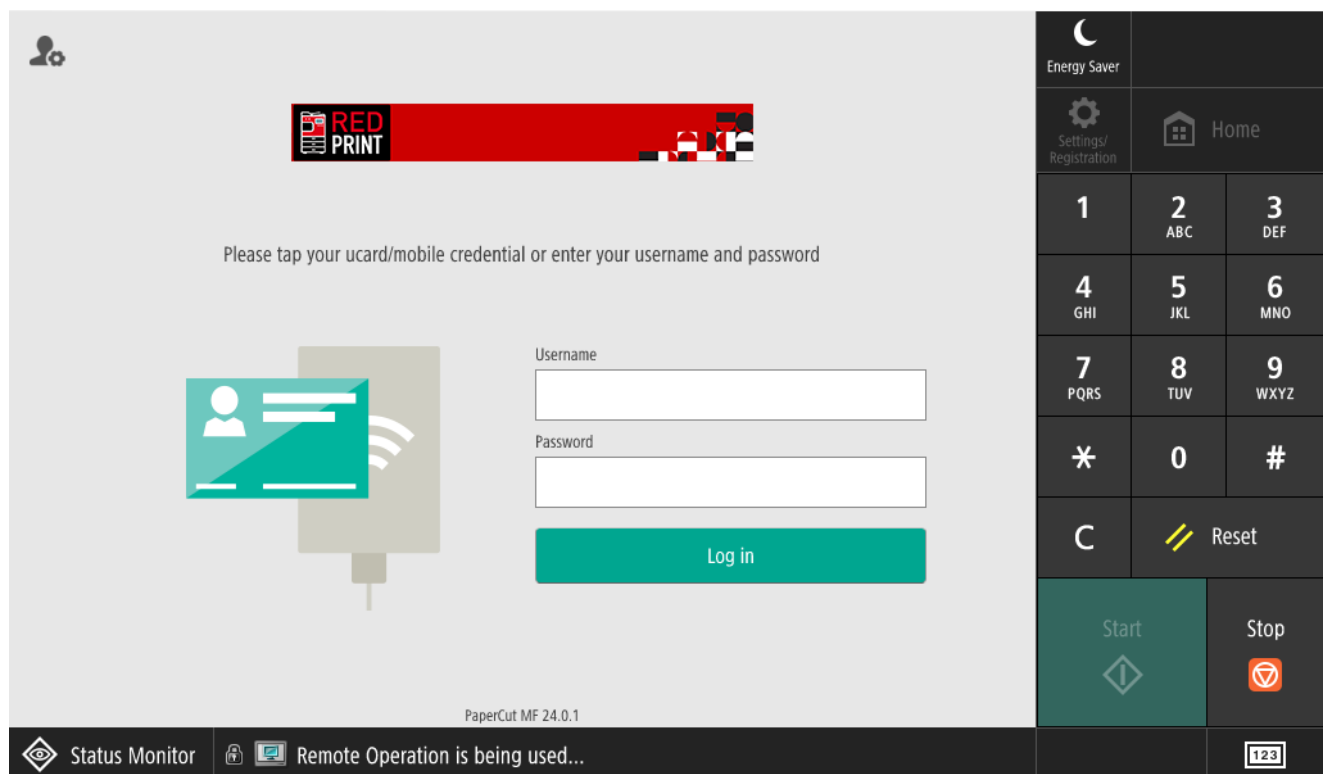
Using a RedPrint Printer

Basic Department Instructions



The RedPrint fleet utilizes the most recent version of PaperCut on G3 or newer Canon MFD print devices. Here are the basic operation steps to using a RedPrint printer to release print jobs, charge to your UCard accounts, make copies, and scan to your email box.

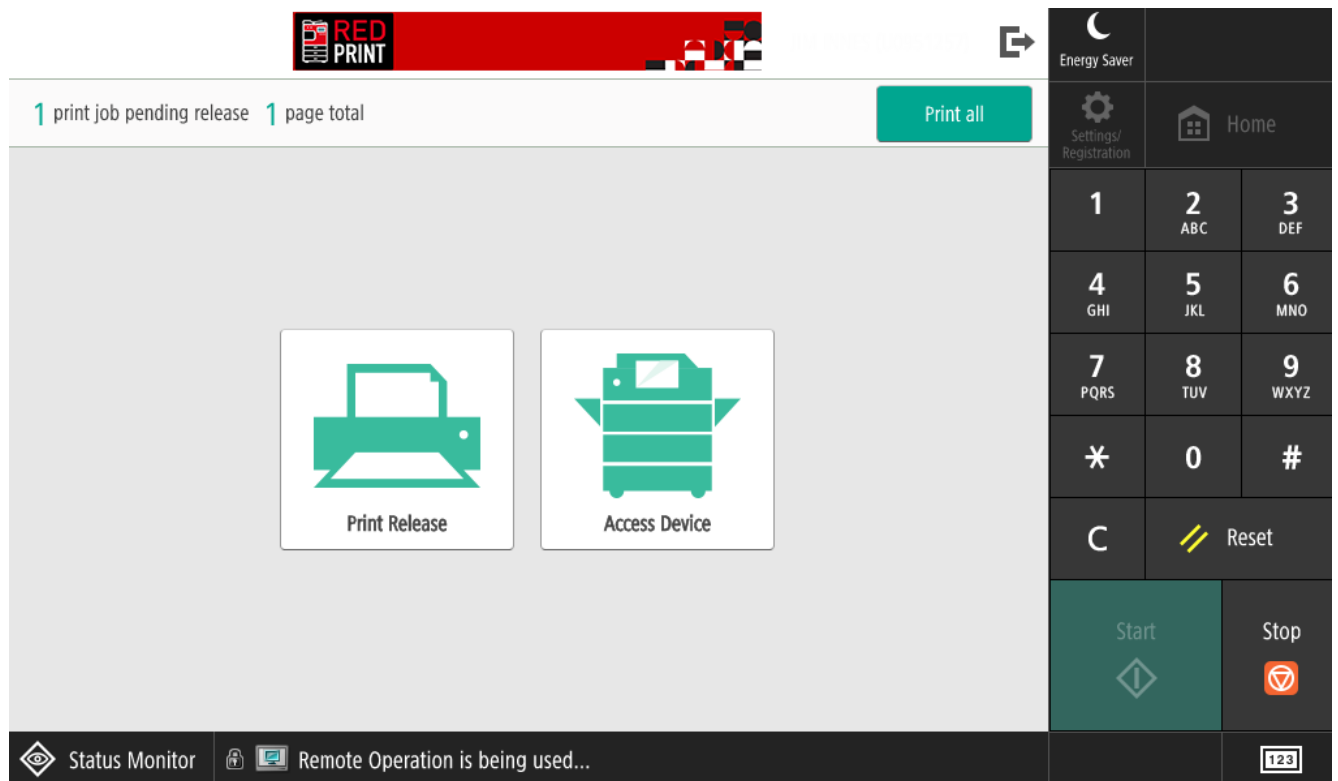
1. The login screen for RedPrint allows department affiliates to login by tapping their valid active UCard or UCard provisioned Mobile Device to the card reader, or they can login with their uNID and CIS password. No guest access is available for RedPrint devices.



2. Upon login, users will see the RedPrint Home screen. This screen indicates who the logged in user is and has options for Print Release (to print documents that were submitted to RedPrint), or to Access Device (used to make copies and scan documents). Note: Print jobs submitted to RedPrint will be retained for 4 hours, if the job is not released within that time – it will need to be resubmitted.

If you don't need to see details of the print jobs and simply want to release them, select Print All, which will take you to the Account Selection screen where you can select the appropriate account to charge the job to and then the documents will print.

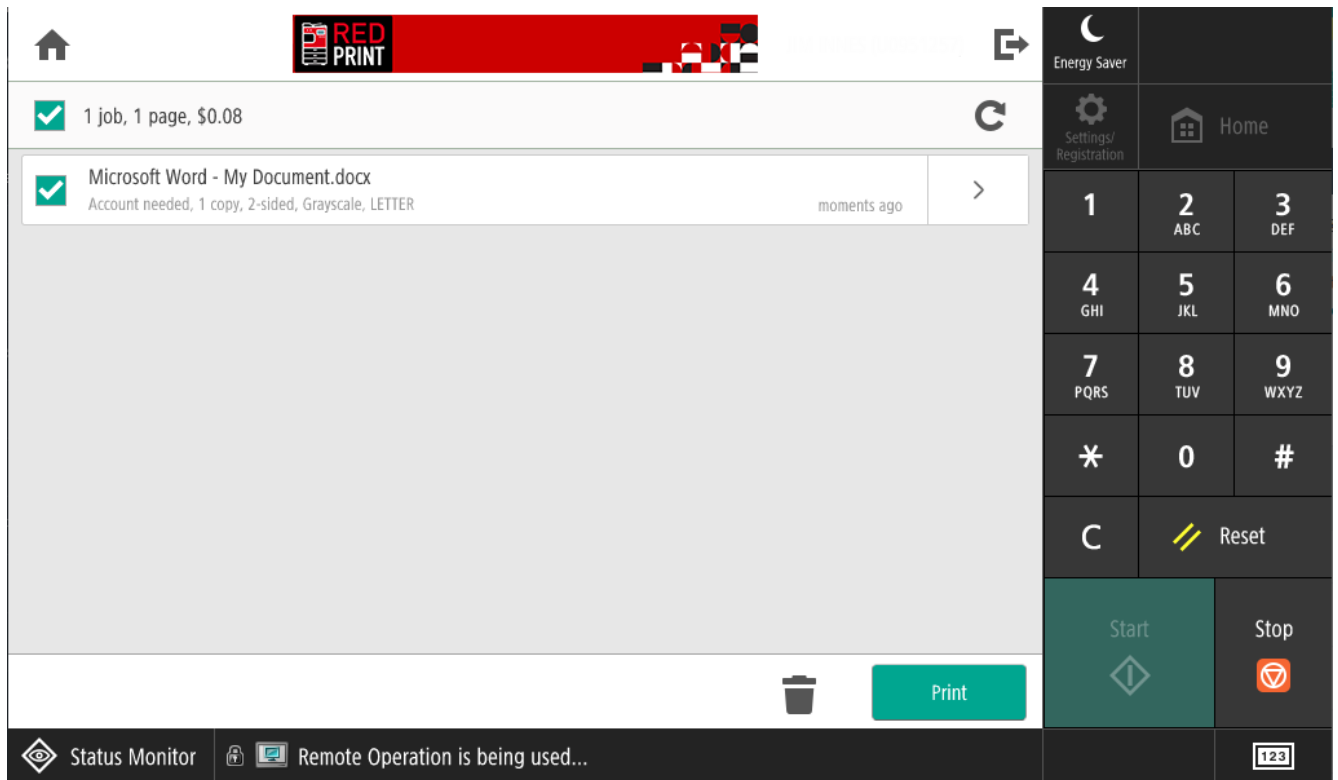
A logout icon will show at the top of every screen to allow easy exit from the device. Tapping your UCard or Mobile Credential on the badge reader will also log you out of the device.



Releasing a Specific Print Job (If not using the Print All option)

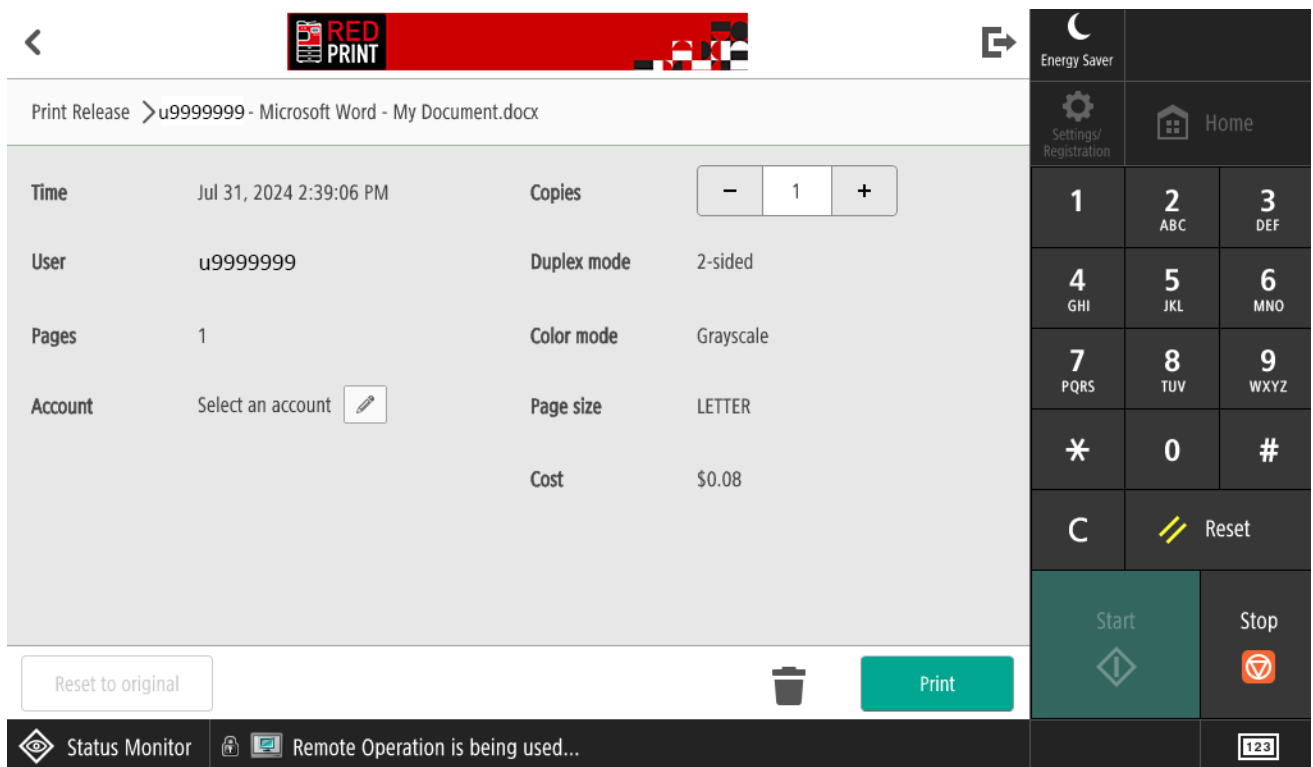
1. On the RedPrint Home Screen in the device, select the Print Release button to view the details of your waiting print jobs. You can select jobs and see the total page cost related to the jobs selected in this screen. Click on the arrow next to a job to see details of that job.

(Clicking Print on this screen (or on any screen with the Print button) will take you to the Account Selection screen.)

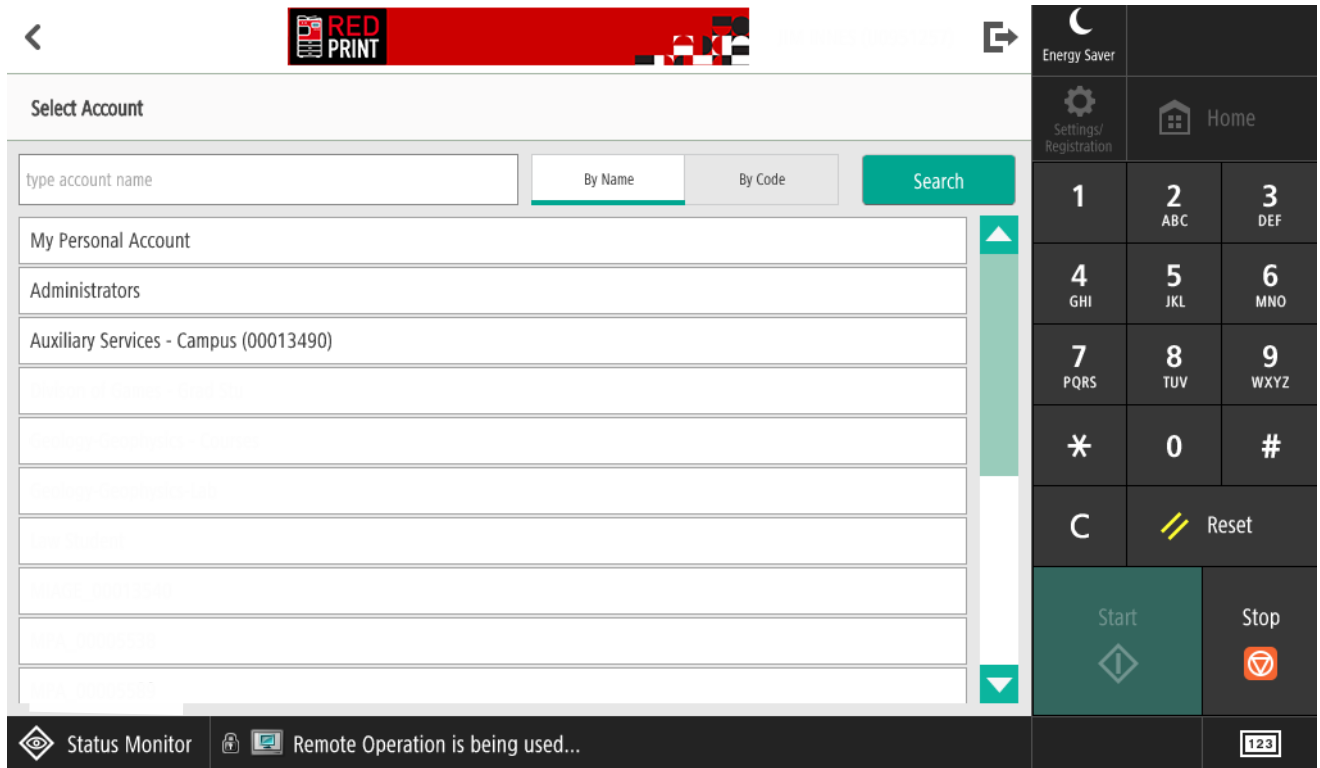


- This screen shows exact details of the selected print job and allows users to change the number of copies desired. The cost will adjust automatically as needed.

The Account field will allow you to select an account to charge the job to by clicking the pencil icon.



- If you click on Select an Account from the previous screen, you are shown all accounts you are associated with. The top account will always be named My Personal Account. Use this account when you want to charge the print job(s) to your UCard account balances. Select the appropriate account for the print job, which will return you to the prior screen.



- With the desired account selected, you can click the Print button and release the document to the printer and charge the selected account. You will be directed to a success screen upon document release.

Print Release > u0951257 - Microsoft Word - My Document.docx

Time	Jul 31, 2024 2:39:06 PM	Copies	- 1 +
User	u0951257	Duplex mode	2-sided
Pages	1	Color mode	Grayscale
Account	Administrators	Page size	LETTER
Balance	Unrestricted	Cost	\$0.08

Reset to original Print

Status Monitor Remote Operation is being used...

- Once all print jobs are released, this screen will display. You can click the Home icon to perform further tasks, or the Logout icon to end this session.

File View Help

Print Release

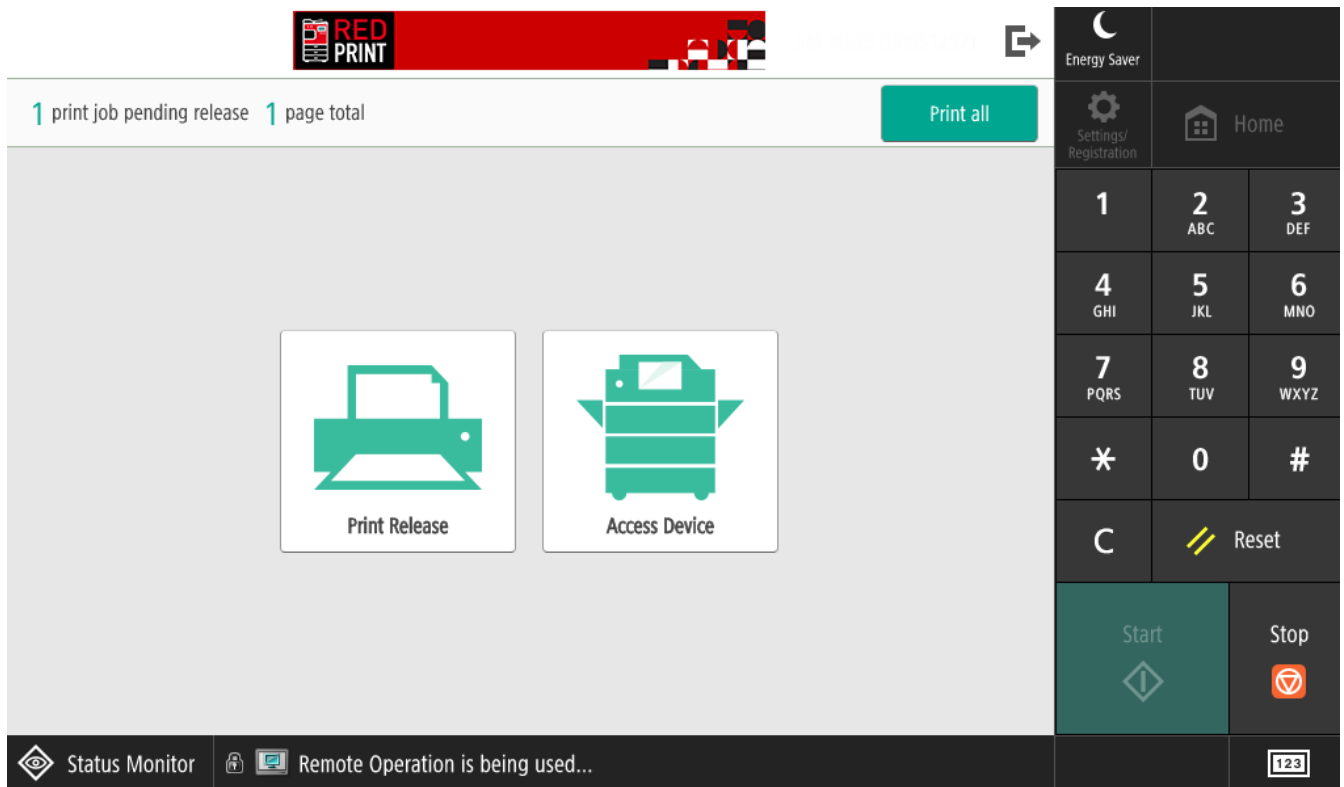
There are no print jobs awaiting release

1 print job released successfully Print

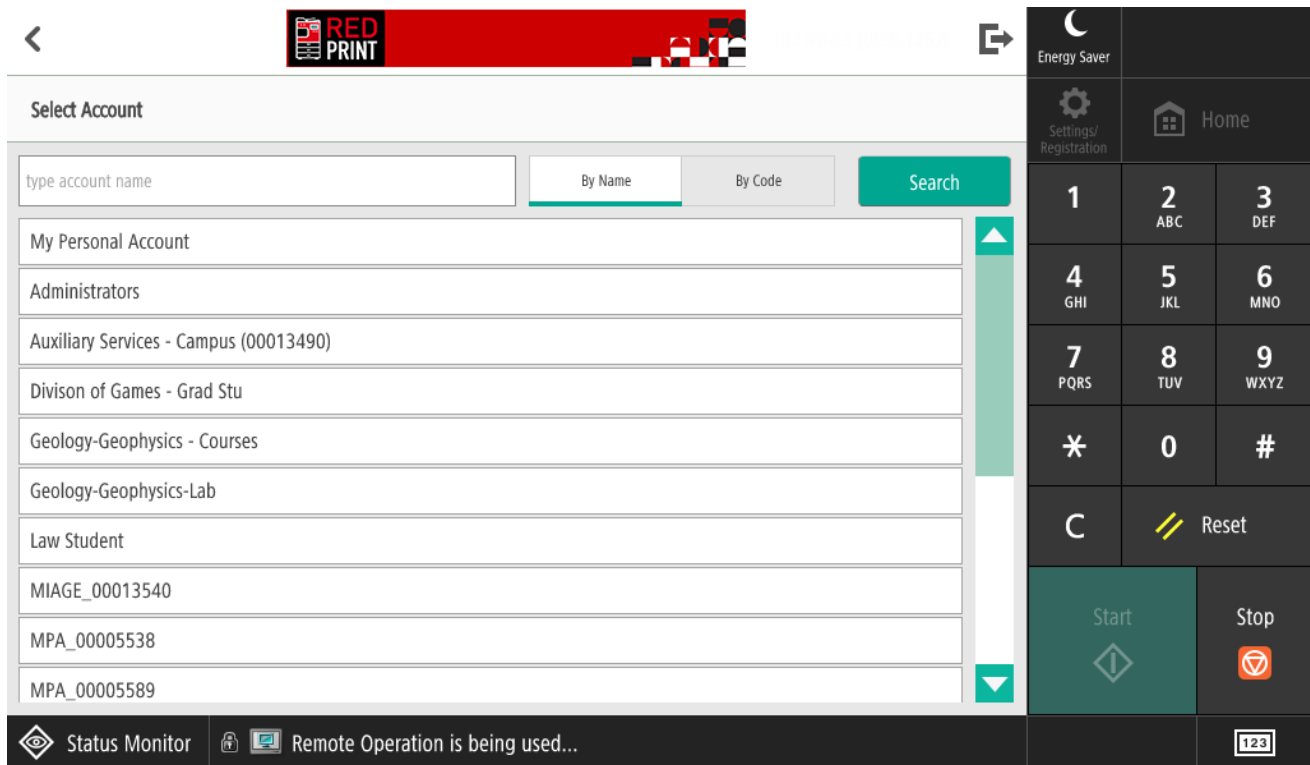
Status Monitor Printer Printing...

Using the Device to Make Copies or Scan to Email

1. Back on the RedPrint Home Screen, select the Access Device button to make copies or scan documents.

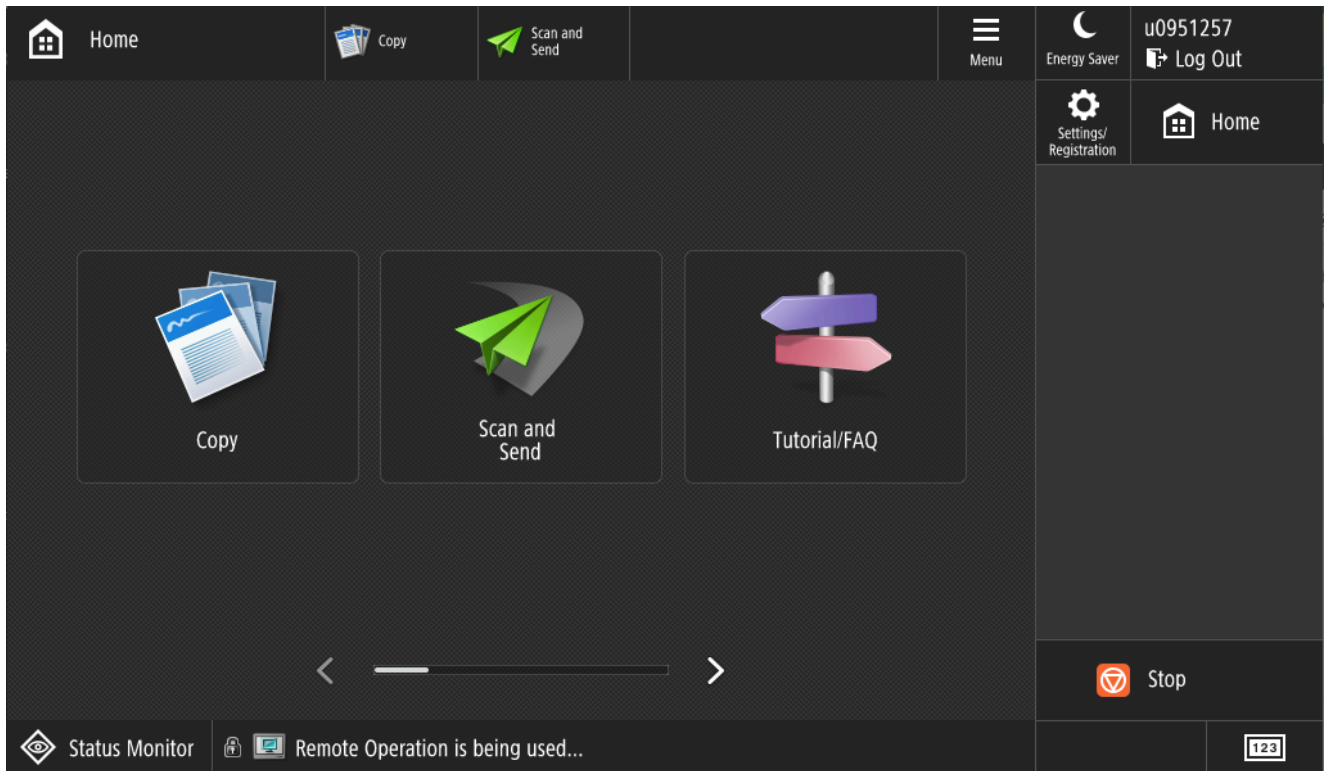


2. You will be taken to the Account Selection screen to select which account to charge any copies made to.



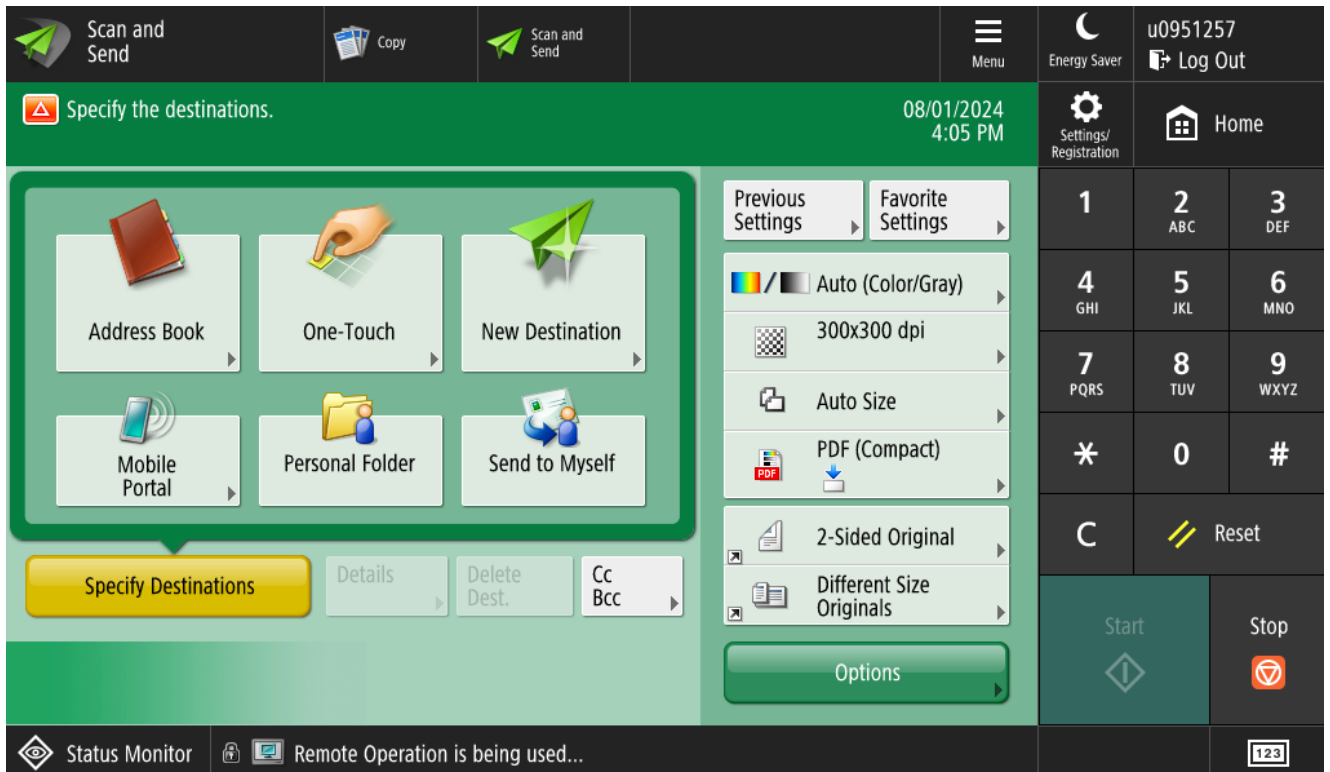
3. Once you have selected Access Device and selected an Account, you are presented with the printer's standard home screen. For the Copy option, you are taken to the standard copier screen and can make the needed changes and click Start. The copies made will be charged to the account selected previously.

Note: If you are using UCard funds to make copies, the device will deduct funds per-page copied, if funds run out before the copy job is complete, it will stop making copies and display Canceling Job at the bottom of the screen. You can check, and make deposits to, your UCard balance at your My UCard account portal.

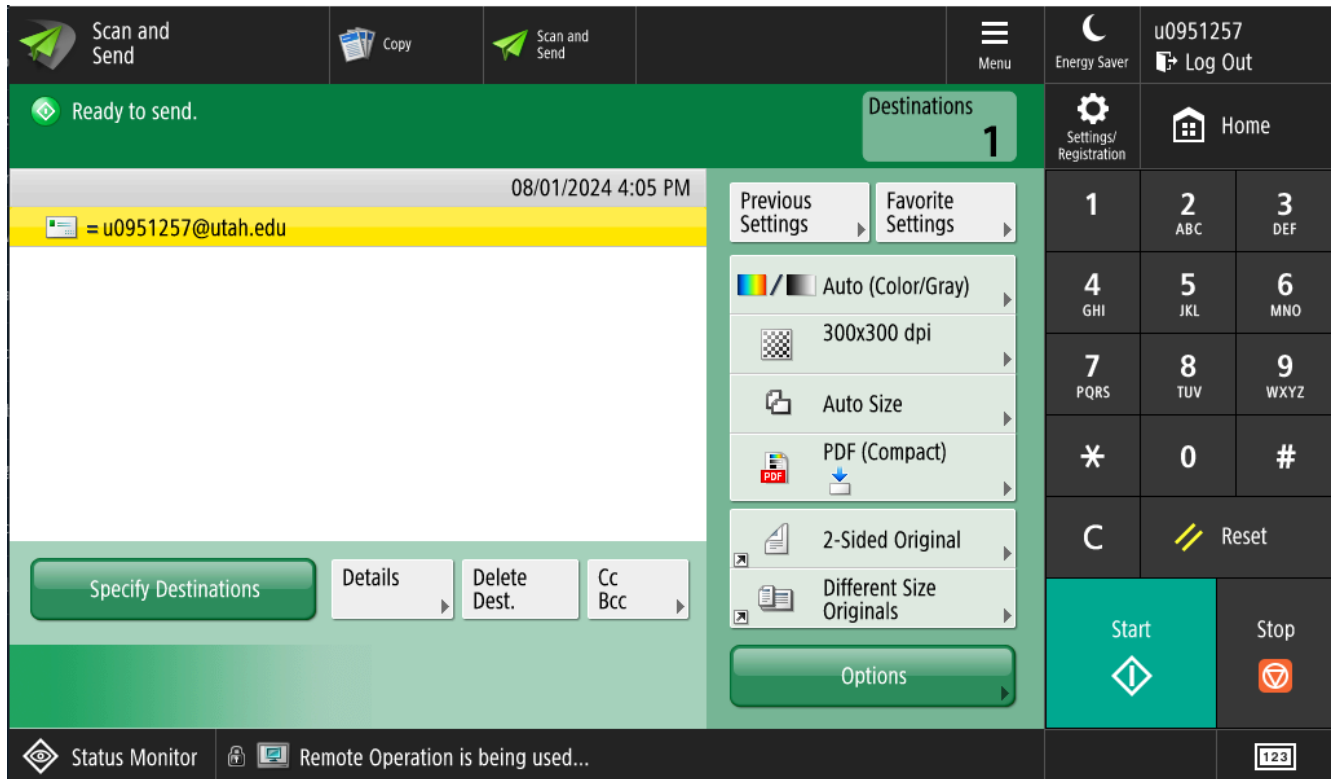


- Clicking on Scan and Send will show the screen below (device models will vary on options shown). From this screen you can specify a destination email to send the scan to. If you wish to send the scan to your preferred email address in CIS, select the Send to Myself option.

Note: The mobile portal and personal folder options are not supported or configured.



- On the Send to Myself screen, you will be shown the email the scan will be sent to. If this email is not correct, click the home page and start the Scan and Send process again, selecting a new destination where you can enter the email address manually. In either scenario, once the email address is selected or approved, place the documents in the printer for scanning and select Start to scan and email the document.



- Once you are completed with your work at the device, remember to logout of the device by selecting the Logout Icon, Logout link, or by tapping your UCard/Mobile Credential on the card reader at the device.

RED PRINT

Please tap your ucard/mobile credential or enter your username and password

Username

Password

Log in

PaperCut MF 24.0.1

Energy Saver

Settings/Registration

Home

1 2 3
ABC DEF

4 5 6
GHI JKL MNO

7 8 9
PQRS TUV WXYZ

* 0 #

C // Reset

Start

Stop

Status Monitor Remote Operation is being used...

123

7.