

Using a RedPrint Printer

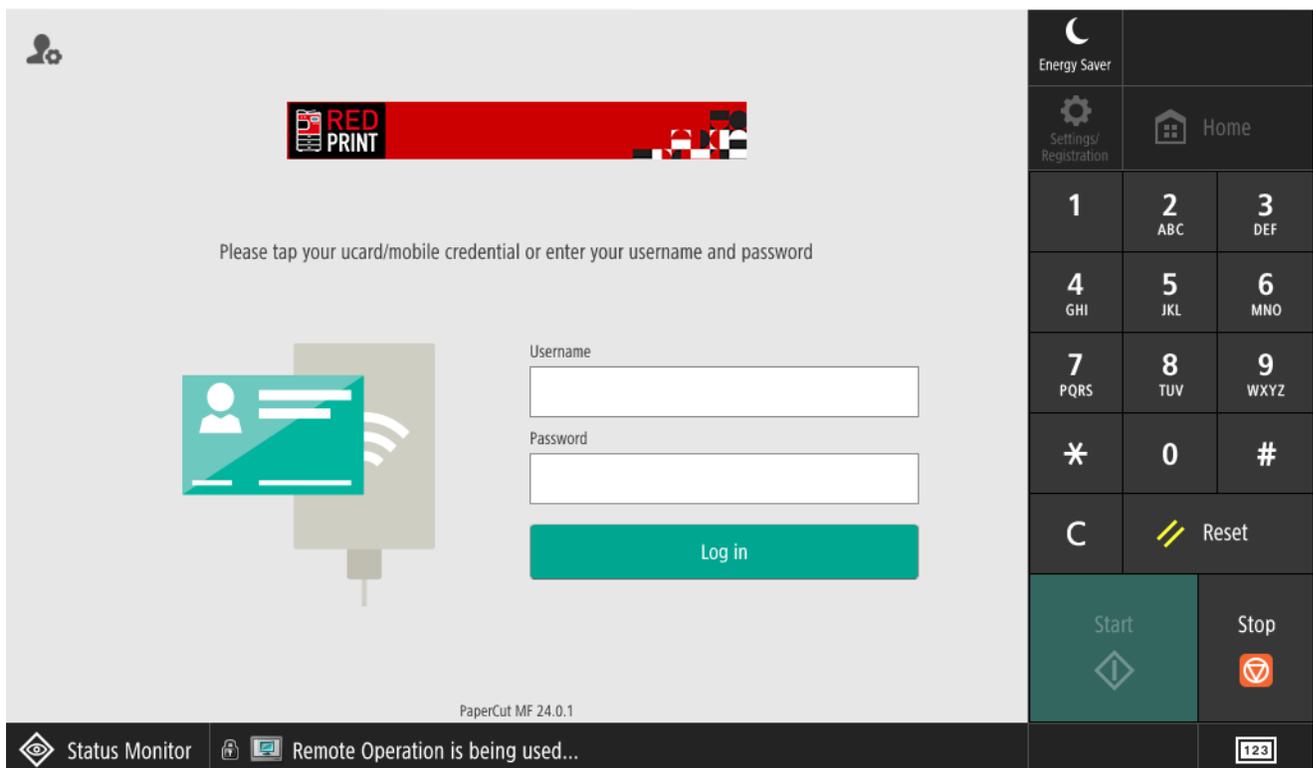
Basic Student Instructions



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.

These instructions are for the standard student user that is charging their print jobs to their UCard balances.

1. The login screen for RedPrint allows current students 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.

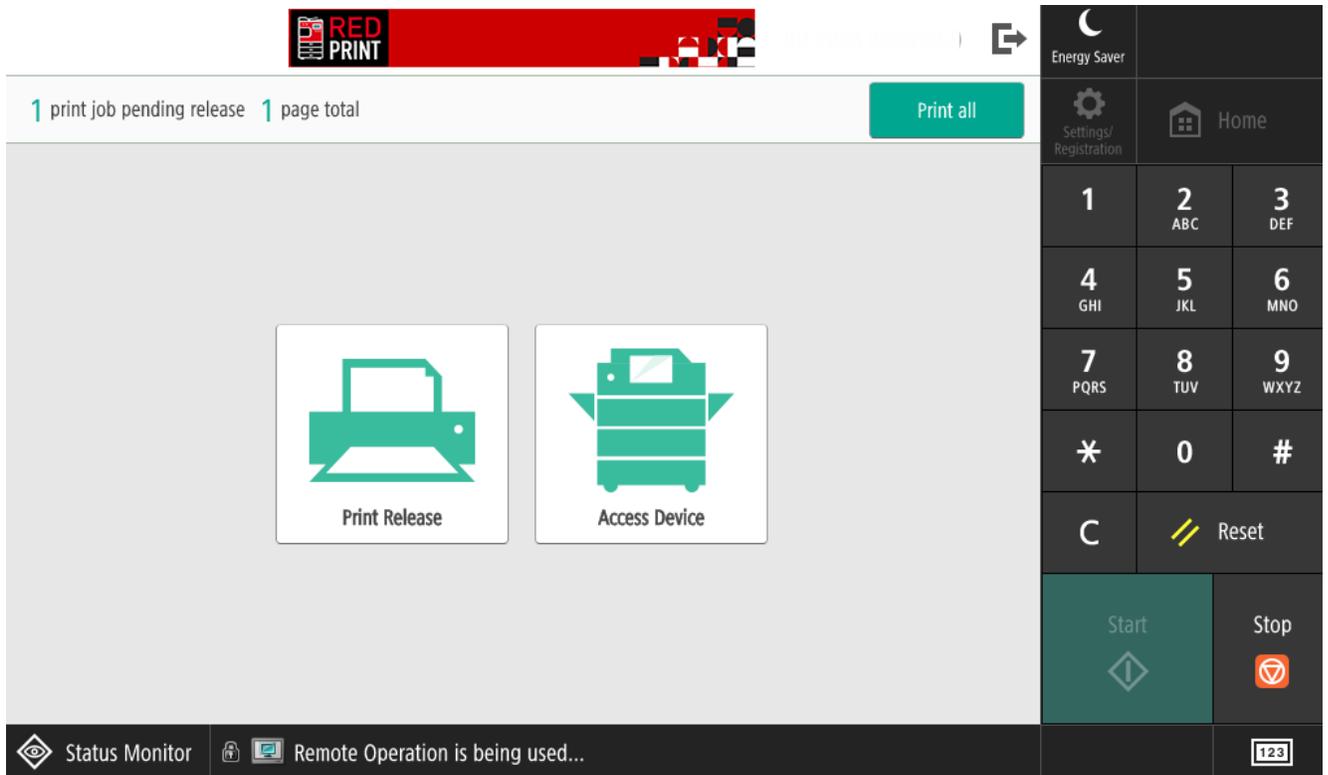


2. Upon login, students will see the RedPrint Home screen. This screen indicates who the logged in user is and has options for Print Release (to print documents that were submitted to RedPrint), or to Access Device (used to make copies and scan documents). Note: Print jobs submitted to RedPrint will 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 automatically have the print job charged to your UCard account and the documents will print.

A logout icon will show at the top of every screen to allow easy exit from the device. Tapping your

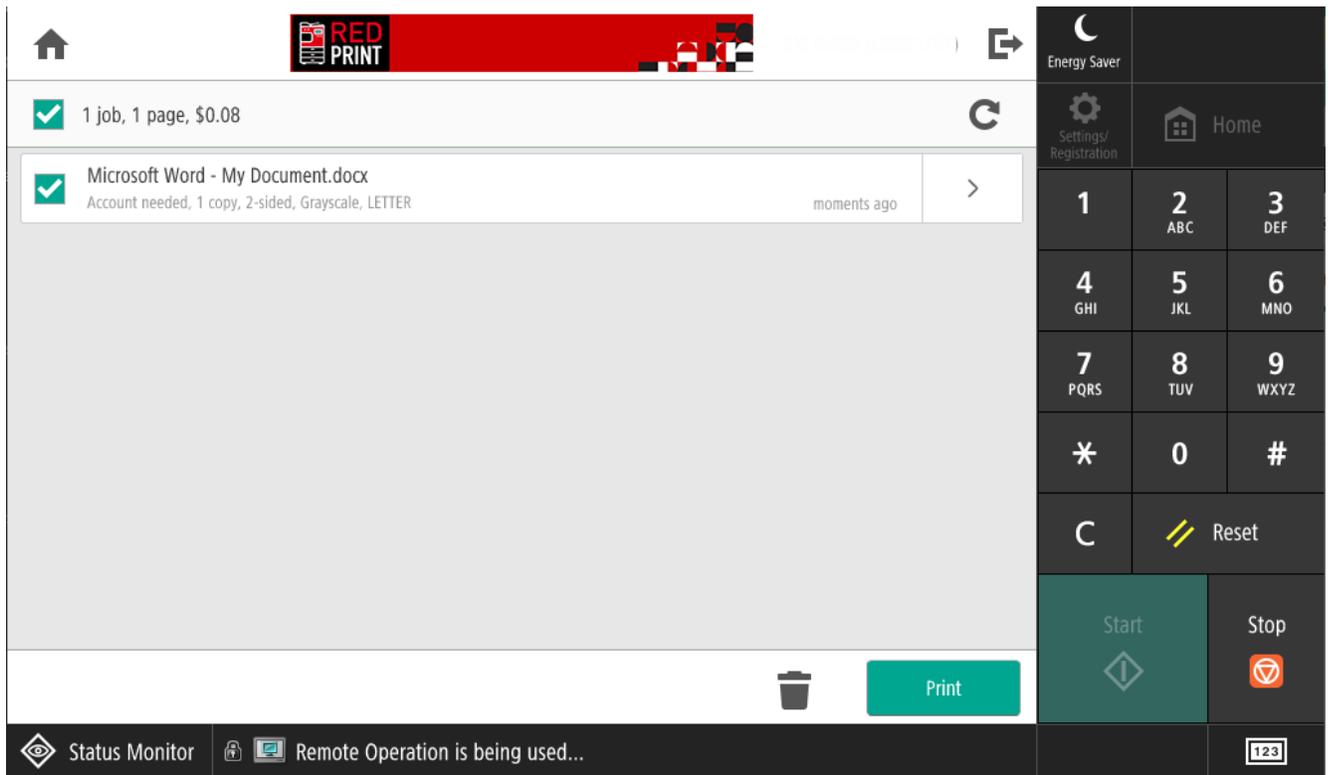
UCard or Mobile Credential on the badge reader will also log you out of the device.



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, and your UCard balance available.

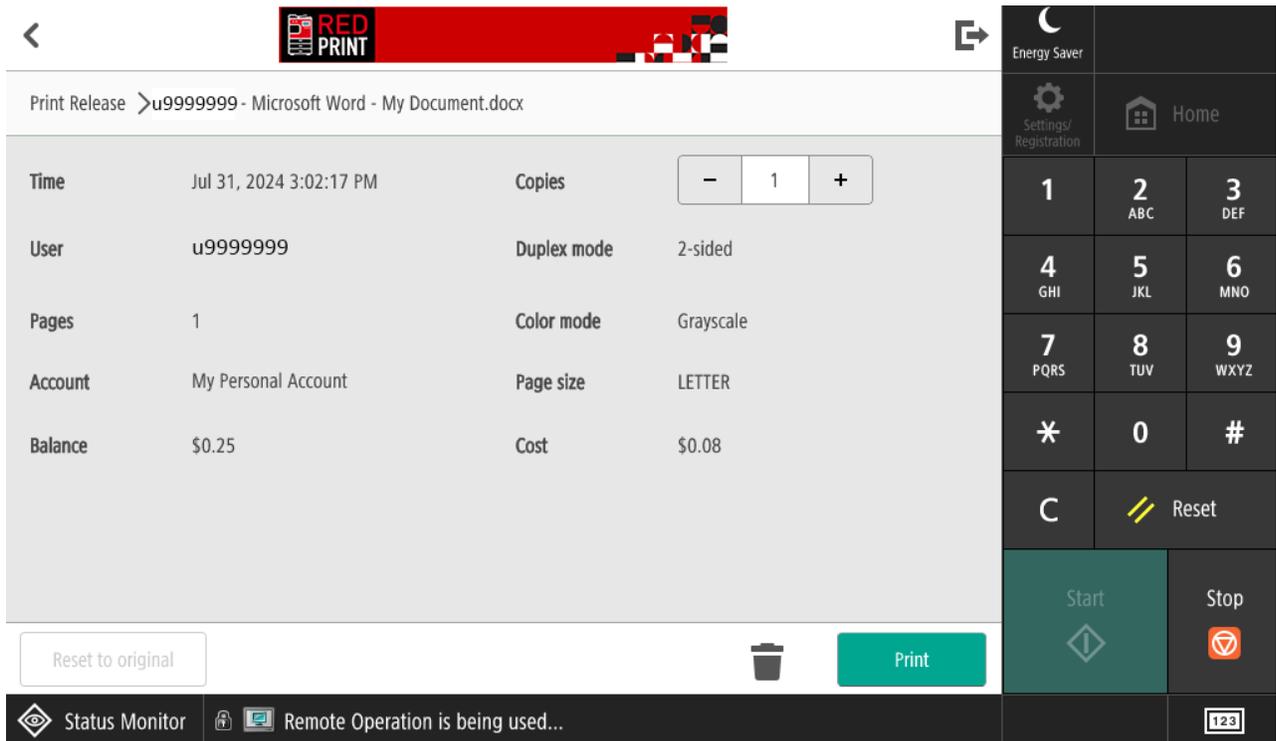
(Clicking Print on this screen (or on any screen with the Print button) will release the selected jobs if, charging your UCard balance the indicated cost.



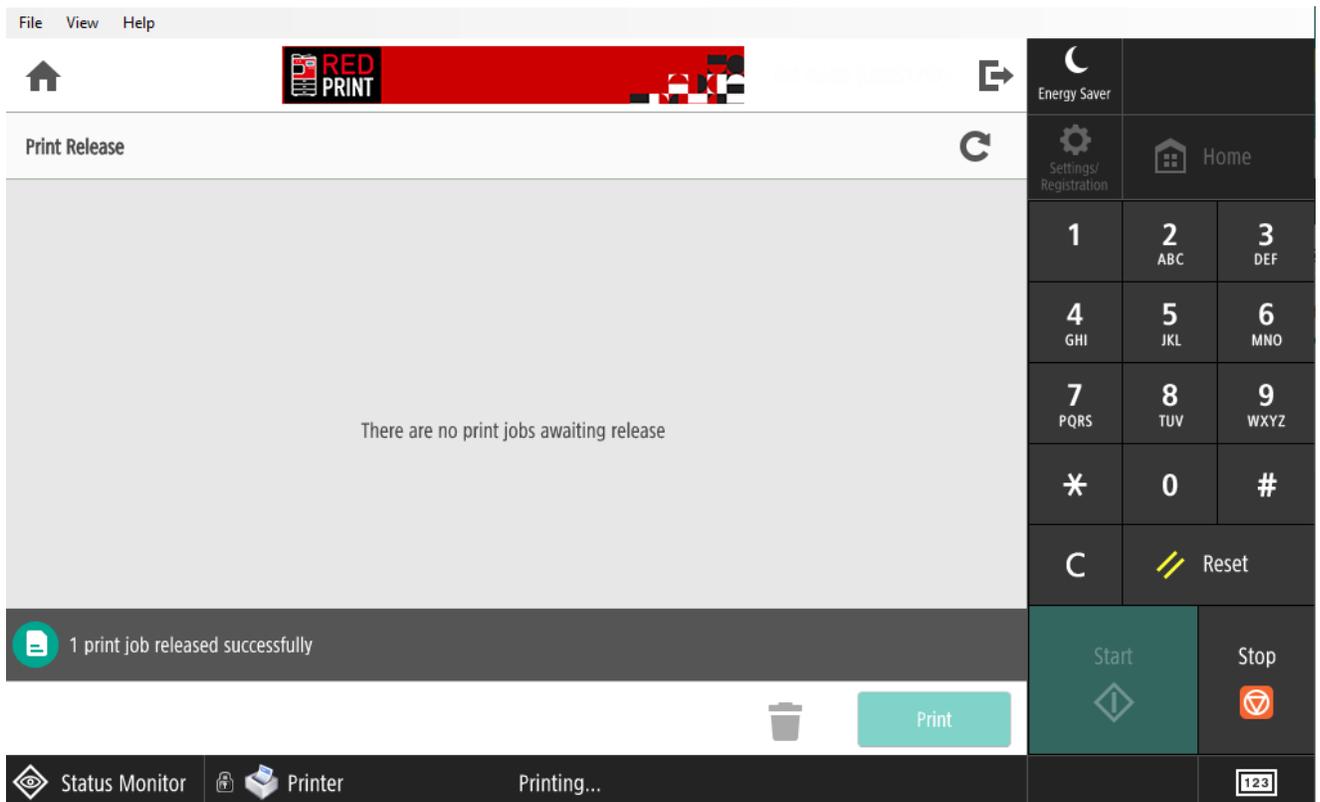
2. This screen shows exact details of the selected print job and allows users to change the number of copies desired. The cost will adjust automatically as needed.

Regular student users will see the My Personal Account option already selected. This is the account that charges your UCard account for print jobs. You also see a Balance field, that indicates the UCard funds you currently have available for print jobs.

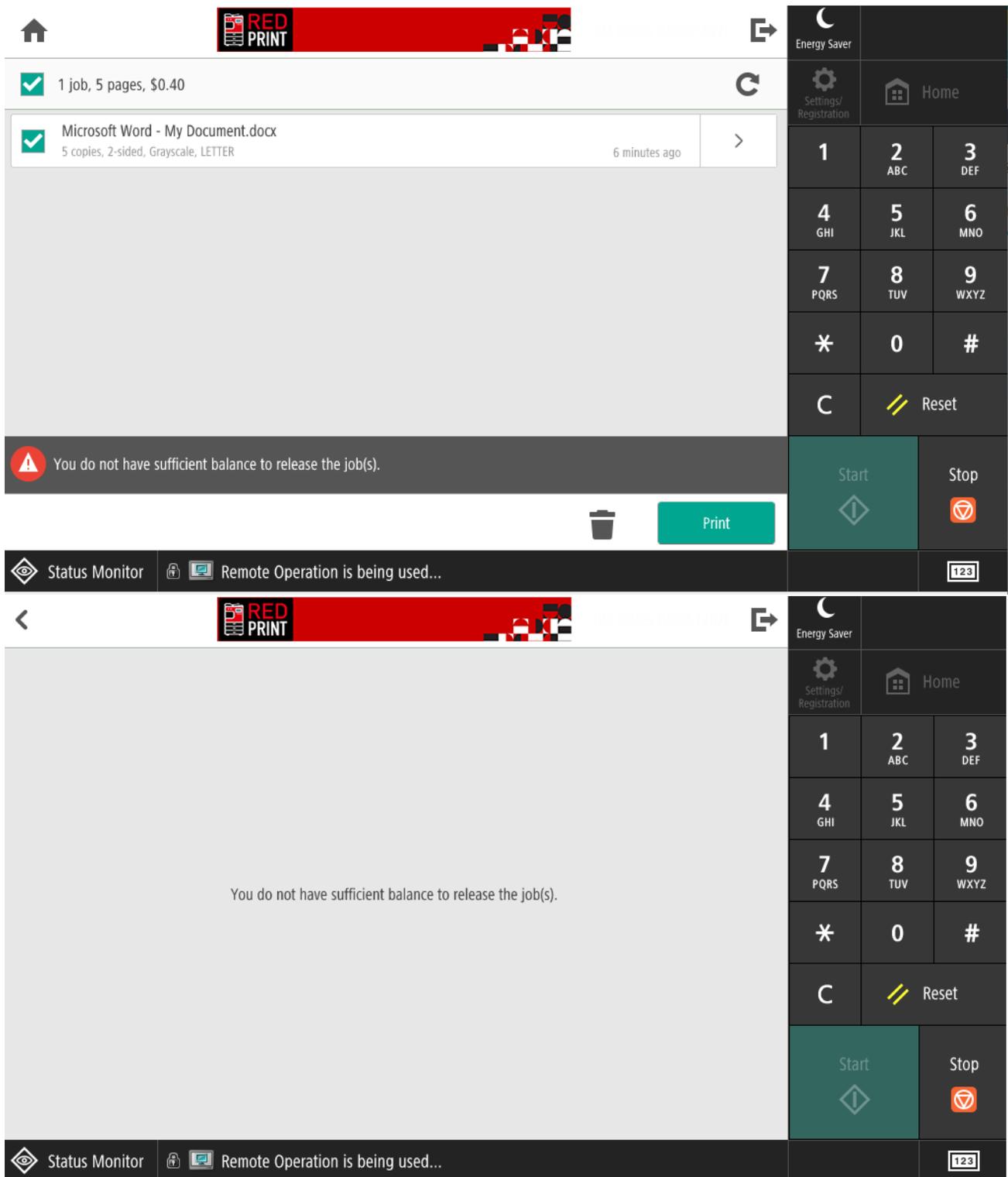
Clicking the Print button will print the document and charge the indicated cost to your UCard account.



- 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.

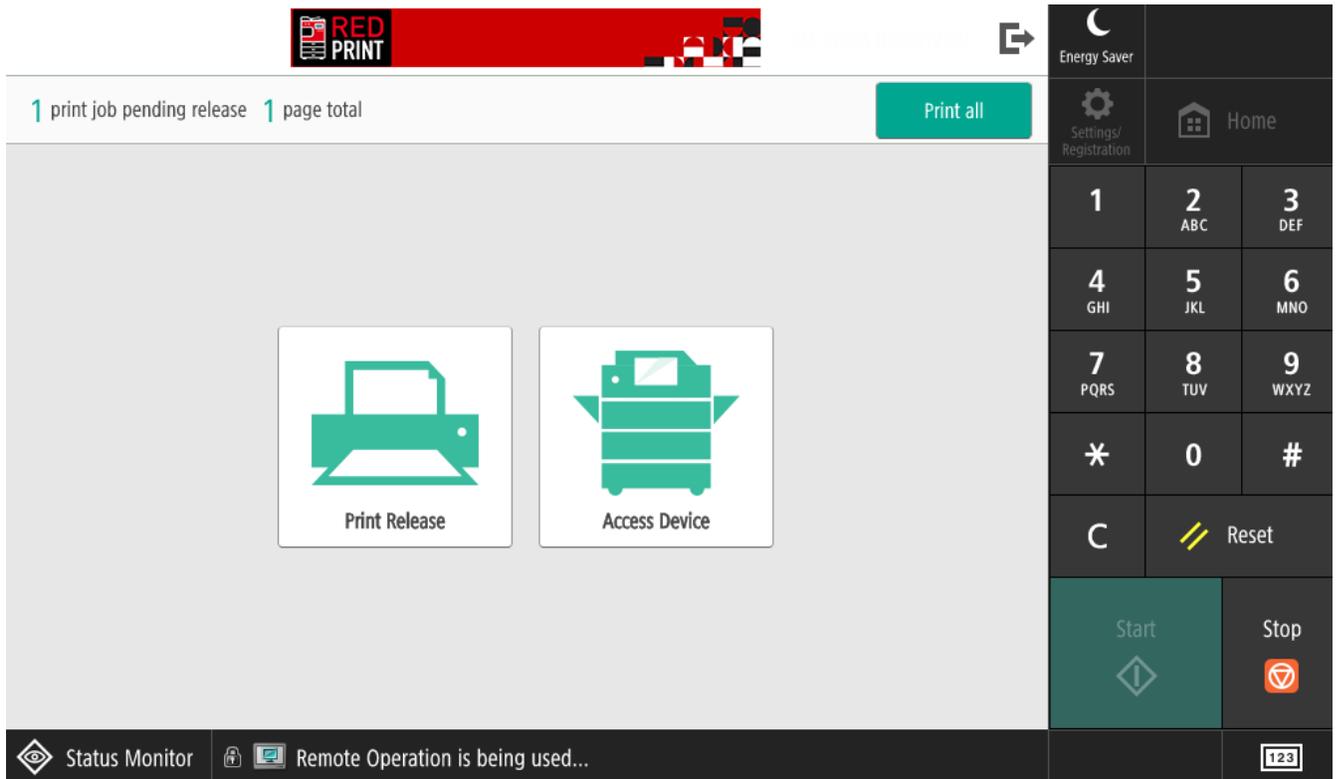


- If you do not have sufficient UCard funds to process the selected documents, one of the two following screens will display indicating insufficient funds for the desired print jobs. You can add funds to your UCard balances by visiting your My UCard Portal at <https://myucardonline.utah.edu>.



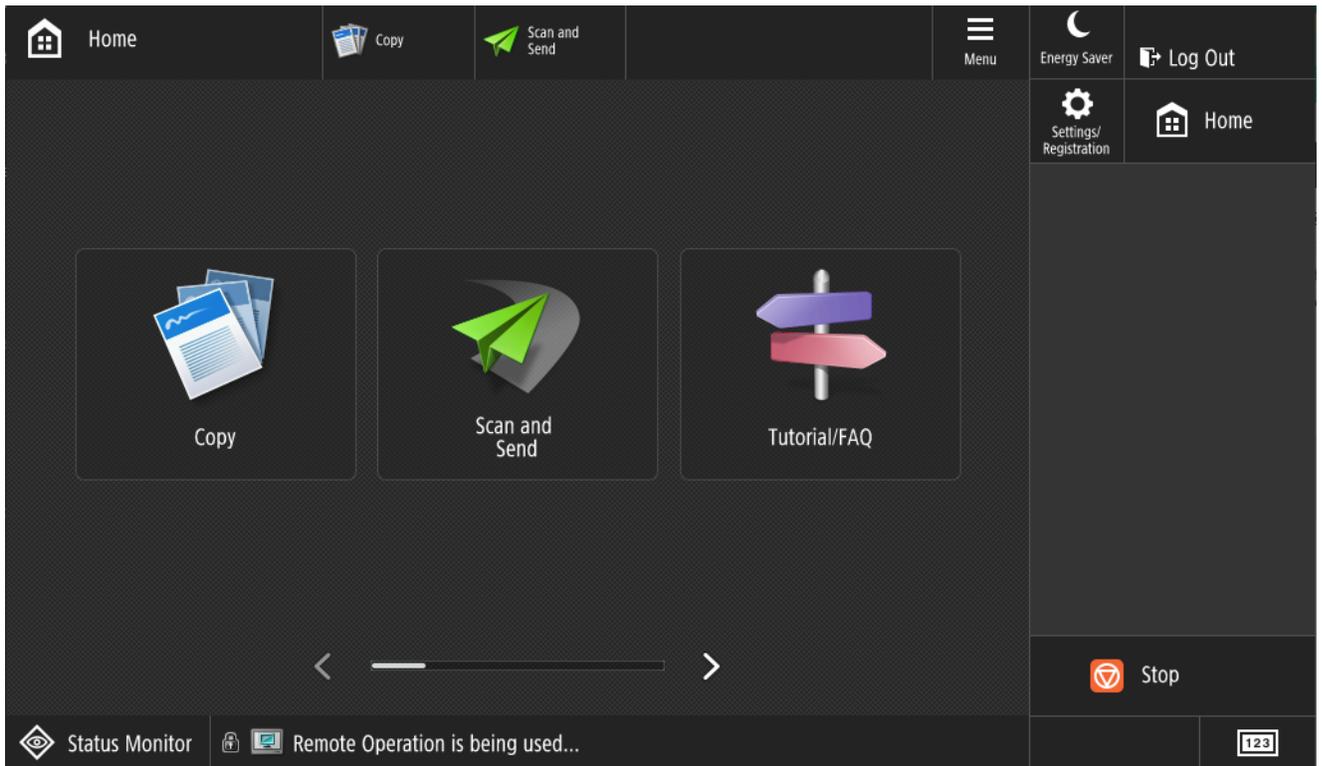
Using the Device to Make Copies or Scan to Email

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



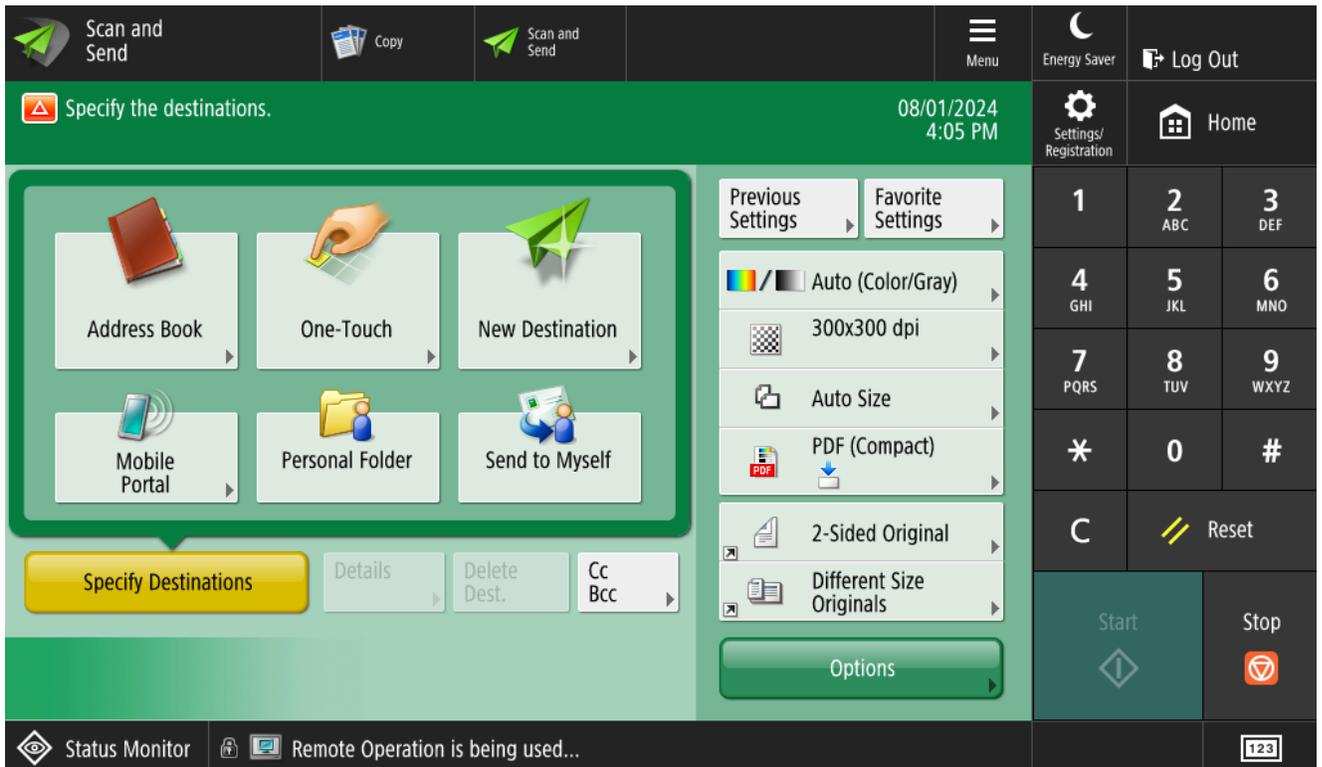
2. Once you have selected Access Device you are presented with the printer's standard home screen. For the Copy option, you are taken to the standard copier screen and can make the needed changes and click Start. The copies made will be charged to your UCard balance.

Note: 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.

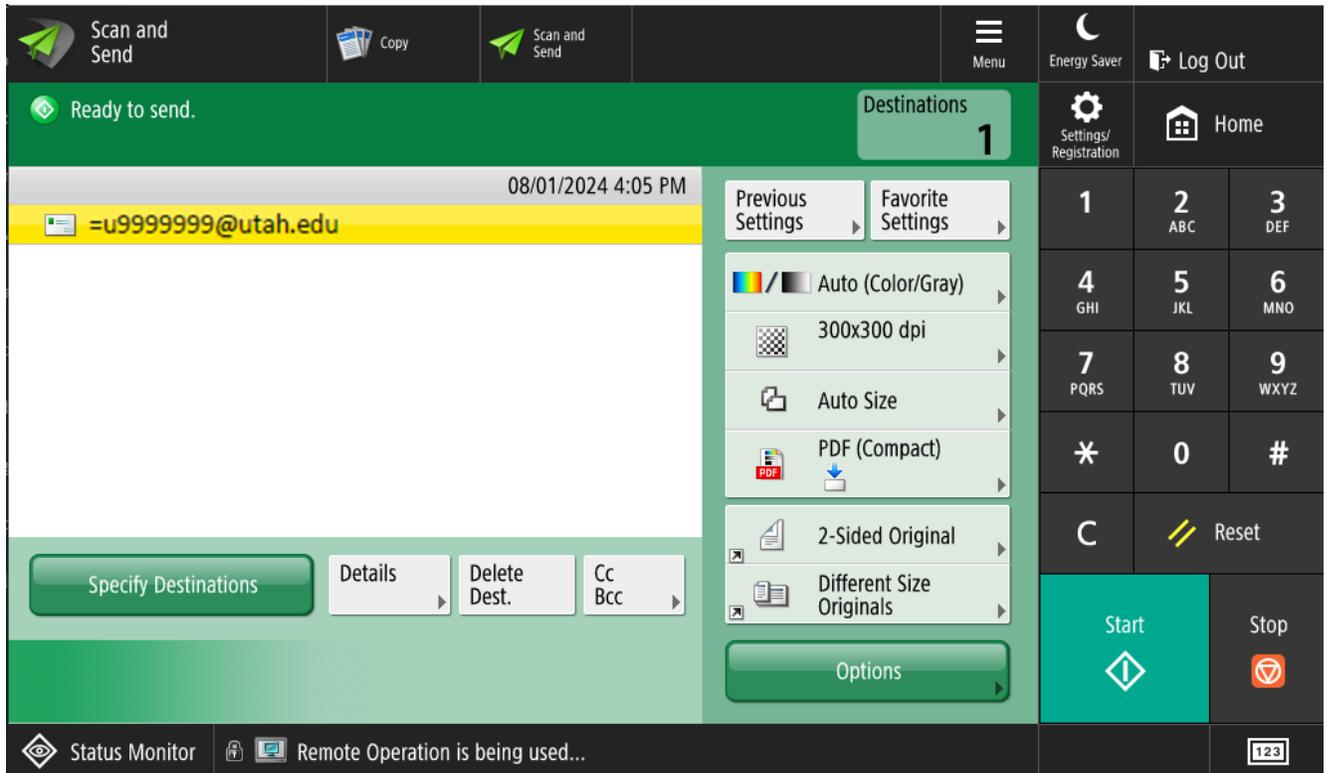


- Clicking on Scan and Send will show the screen below (device models will vary on options shown). From this screen you can specify a destination email to send the scan to. If you wish to send the scan to your preferred email address in CIS, select the Send to Myself option.

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



4. 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.



5. 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.



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



Username

Password

Log in

PaperCut MF 24.0.1



Status Monitor



Remote Operation is being used...



Energy Saver



Settings/
Registration



Home

1

2

3

ABC

DEF

4

GHI

5

JKL

6

MNO

7

PQRS

8

TUV

9

WXYZ

*

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#

C



Reset

Start



Stop



123