Faculty and Staff Windows 7 Printing Through PaperCut

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Faculty and Staff use SOMPrint-BW and SOMPrint-Color at SOM. These queues will only work on SOM printers.

*Prerequisite: Install Papercut Client from [http://ypps.yale.edu/blueprint/papercut/client-downloads](http://ypps.yale.edu/blueprint/papercut/client-downloads) choose Windows for All Campus Locations and configured as follows:

- Add Printer
- Add a local printer or network with manual settings
- Create a new port
  1. Type of port: Standard TCP/IP Port
- Type a printer or hostname or IP address
  1. Hostname or IP address: paperc-prd-ps2.its.yale.edu
  2. Port Name: SOMPrint-BW or SOMPrint-Color
- Additional port information required window.
  1. Disregard the “device is not found on the network” notification
  2. Device Type: Standard –Generic Network Card
- Install the printer driver: Ricoh PCL6 for Universal Print. If not found download from \polaris\Software\Ricoh Print Driver.
- Type a Printer Name: SOMPrint-BW or SOMPrint-Color
- Devices and Printers- Rt. Click on newly configured SOMPrint Printer and select printer properties
- Printer properties- select the Ports tab, then the Configure Port button
  1. Protocol: select LPR
  2. LPR Settings: Que Name- SOMPrint-BW or SOMPrint-Color, and check off LPR Byte Counting Enabled- ok
- Printer Properties- select the General tab then the Preferences button
  1. Color / Black and white- selection based by Cue being installed- set to Color by default
  2. 2 sided: select Long Edge Bind from dropdown
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