

HOW TO PRINT FROM CAMPUS CADETNET COMPUTERS

VERSION 1.0 – JANUARY 2021

OVERVIEW

- 1: (ONE-TIME SETUP PER COMPUTER) SIGN IN TO PAPER CUT PRINT DEPLOY CLIENT
- 2: SELECT PRINTER WHEN PRINTING
- 3: RELEASE PRINT JOB AT PRINTER

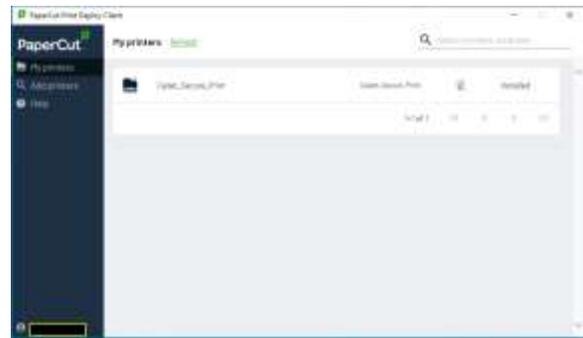
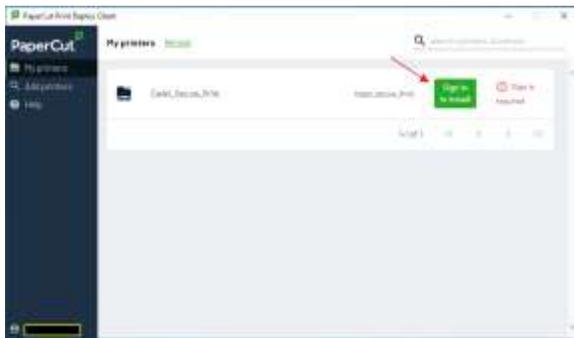
OVERVIEW

New for Spring 2021, the new campus print system allows for easier and more flexible printing options. As before, you may continue to use campus Cadetnet computers for printing, but the process has changed.

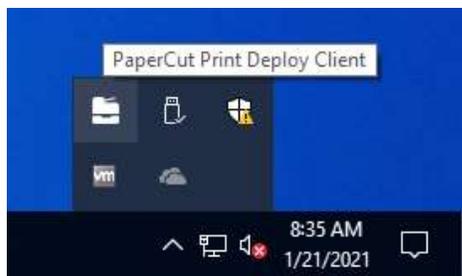
PART 1: (ONE-TIME SETUP PER COMPUTER) SIGN IN TO PAPER CUT PRINT DEPLOY

On signing into a campus Cadetnet computer for the first time, you will be presented with a PaperCut pop-up window.

If you plan to print, please sign in to this application. Your username will be pre-populated, and you'll need to enter your VFMAC password:



After entering your password, the printer will install. At this point, you may close this window. You won't need to do this process again on the computer you are using (if you use it again later), but if you use a different Cadetnet computer, you will need to follow this same process.

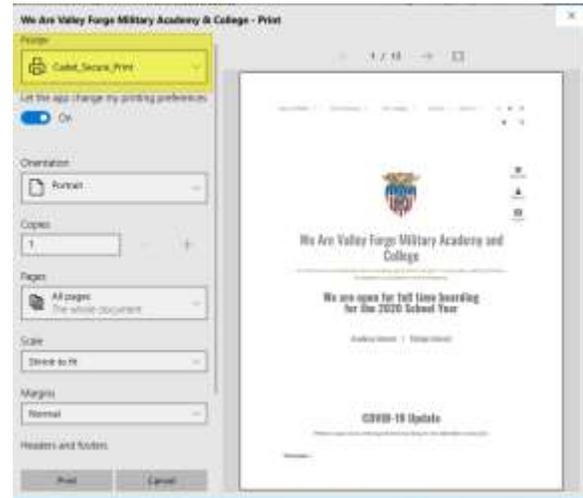


NOTE: IF YOU CLOSE THIS WINDOW, YOU MAY FIND IT AGAIN IN THE SYSTEM TRAY IN THE BOTTOM RIGHT-HAND CORNER (NEAR THE CLOCK). CLICK ON THE "^^" SYMBOL, THEN RIGHT-CLICK ON THE WHITE PRINTER ICON AND CHOOSE "VIEW"

PART 2: SELECTING PRINTER WHEN PRINTING

When you want to print, simply select “Cadet_Secure_Print” from the printer drop-down menu. Check your page options, then print!

Select Cadet_Secure_Print



PART 3: RELEASING PRINT JOB AT PRINTER

When you are ready to print your print job, you may release the print job at one of the available campus printers.

To release your print job **two different ways**:

- A. *(Quick and convenient)* Use your Cadet Valley Forge ID Card to release the print job. Each of the new printers has an ID card reader on the side. Hold your card near the reader briefly until you hear a beep.

If it is your first time using a campus printer, you will need to sign in using your VFMAC username and password. Once you have linked your VFMAC account with your ID Card, you won't need to sign in again (for any printer on campus!).

- B. You may simply sign in to the printer using your VFMAC Username and Password.

Then, click “Print Release,” select your jobs to release, adjust settings (if needed), then “Print.”

FYI - THE NEW CAMPUS PRINTERS ALSO HAVE ADDITIONAL FEATURES YOU MAY FIND USEFUL:

YOU MAY SCAN DIRECTLY TO YOUR VFMAC EMAIL

YOU CAN ACCESS (AND PRINT) FILES DIRECTLY FROM YOUR VFMAC GOOGLE DRIVE ON THE PRINTER ITSELF

YOU CAN CONVERT A TEXT DOCUMENT INTO AN EDITABLE WORD DOCUMENT (VIA EMAIL).

(AND MORE!) TAKE A LOOK!