User Instruction

Botany Print Service – use the HP printer from a Windows Computer

Prepared by: Botany IT

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Pre-Installation

Pre-check List

□ Network Connection:

To print to the HP printer, you need connect to a UBC network. This includes any UBC building local area network, ubcsecure wireless network and ubcprivate wireless network. If you are connected to a non-UBC network, you can turn on UBC myVPN, and then you will be able to print.

Please check <u>https://it.ubc.ca/services/email-voice-internet/myvpn</u> for more details about UBC myVPN connection.

Supported Windows Operating System Versions: Windows 7/ 8/8.1/10

Help with finding your version: http://windows.microsoft.com/en-ca/windows/which-operating-system

CWL Account registration and speedchart association

To use any of the four Ricoh multi-functional printers, you will need to have your CWL account registered with our PaperCut print/copy management system, and have at least one speedchart associated with your account. To streamline the process, starting on Dec 15, 2017, we will follow the new guideline for managing user accounts and speedcharts.

- 1. Botany IT staff will only accept requests directly from the managing administrator for adding/removing of speedchart(s).
- 2. Botany IT staff will only accept requests directly from the research grant holder (PI) for provision/deprovision of user account accessing a research speedchart.
- 3. Botany IT staff will only accept requests directly from the managing administrator for provision/deprovision of user account accessing a non-research speedchart.

If you need to print/copy using a research grant speedchart, please ask the grant holder to send the request to <u>helpdesk@botany.ubc.ca</u> with your CWL username and the speedchart code. If you need to print/copy using a non-research speedchart (such as a speedchart for a biology course), please ask the managing administrator of the speedchart to send the request to <u>helpdesk@botany.ubc.ca</u> with your CWL username and the speedchart code. If you are not sure who the managing administrator of the speedchart is, please contact both the Botany administrator and the Zoology administrator for your request.

HP printer location

Biodiversity Research Centre – room 229

Cost

• 7 cents per page for black and white print out (only black and white is available at this printer)

Reference: https://it.botany.ubc.ca/it-services-and-resources/print-service/

Installation

Overview

The installation requires you to perform the following operations:

- 1. Download and install PaperCut Client App.
- 2. Add the HP printer(s) as shared printer(s).
- 3. Test the printer(s).

Note: If you are using Windows 7 or newer operating system, the driver for the HP M630 printer will be automatically downloaded and installed when you add it as a shared printer. We don't provide support for Windows Vista or older OS anymore.

Download and Install PaperCut Client App

- 1. Open a web browser of your choice, such as Safari, FireFox, or Chrome.
- 2. Go to https://it.botany.ubc.ca/it-services-and-resources/print-service/ and scroll to the bottom of the page where it says "Download Links".
- 3. Click on the first link (<u>http://download.botany.ubc.ca/print_service/Windows_PCClient_Installation_Files.zip</u>), this should start the download.
- 4. Openly the newly downloaded folder and at the top of the under the "Compressed Folder Tools" tab, press "Extract All".

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File Home SI	hare View Compres	sed Folder Tools	\frown					
Documents pc-client-mac Contents	Pictures PaperCut Iegacy Extract To	Work-learn-train win Printer Drivers	hing Extract all					
→ • ↑ 📙 «		crosoftEdge_8weky	/b3d8bbwe > TempStat	e > Downloads > Window	s_PCClient_Inst	allation_Files	ڻ ر	Search Windows_PCClient_Ins
	Name		Туре	Compressed size	Password	Size	Ratio	Date modified
📌 Quick access	Gadgets		File folder					
🔷 OneDrive	lib		File folder					
This PC	runtime		File folder					
	client-local-install		Application	498 KB	No	570 KB	13%	7/13/2017 5:13 PM
🧊 3D Objects	config.properties		PROPERTIES File	4 KB	No	9 KB	65%	10/21/2016 11:40 AM
E Desktop	📄 config.properties.tn	npl	TMPL File	4 KB	No	9 KB	65%	7/22/2017 10:49 PM
🔮 Documents	pc-client		Application	130 KB	No	352 KB	64%	7/13/2017 5:12 PM
🕹 Downloads	pc-client.lap		LAP File	1 KB	No	1 KB	46%	7/13/2017 5:12 PM
Music	pc-client-java		Application	130 KB	No	352 KB	64%	7/13/2017 5:12 PM
Pictures	pc-client-java.lap		LAP File	1 KB	No	1 KB	37%	7/13/2017 5:12 PM

When a window pops up, check the box to "show extracted files when complete" and then press extract.

←	Extract Compressed (Zipped) Folders	^
	Select a Destination and Extract Files	
	Files will be extracted to this folder: ge_8wekyb3d8bbwe\TempState\Downloads\Windows_PCClient_Installation_Files Browse	
	Show extracted files when complete	
	Extract Cance	el

5. Once the extracted files are finished extracting, a new window will open. Run the "client-local-install.exe" installation file by double clicking it.

i i i i i i i i i i i i i i i i i i i	Share View App	Manage plication Tools	Windows_PCClier	nt_Installation_	Files						-		× ^ (?)
access	Paste Paste Paste shortcut	Move Copy to •	Delete Rename	New folder	lew item 🔻 asy access 🔻	Properties	🚱 History	Select all Select none					
Cli	pboard	Org	janize	Ne	w	0)pen	Select					
$\leftrightarrow \rightarrow \checkmark \uparrow$	« Packages » Microso	ft.MicrosoftEdge	_8wekyb3d8bbwe	 TempState 	> Download	ls → Wind	ows_PCClient_	Installation_Files	~ Ū	Search Wind	ows_PCClier	nt_Ins	P
	Name	^	Date	modified	Туре		Size						
📌 Quick access	Gadgets		9/25/	2019 2:07 PM	File folder								
less oneDrive	lib		9/25/	2019 2:07 PM	File folder								
💻 This PC	, runtime		9/25/	2019 2:07 PM	File folder								
3D Objects	🔂 client-local-ins	tall	9/25/	2019 2:07 PM	Applicatio	'n	570 KB						
-	📄 config.properti	es	9/25/	2019 2:07 PM	PROPERTI	ES File	9 KB						
📃 Desktop	📄 config.properti	es.tmpl	9/25/	2019 2:07 PM	TMPL File		9 KB						
🔮 Documents	📁 pc-client		9/25/	2019 2:07 PM	Applicatio	'n	352 KB						
👆 Downloads	pc-client.lap		9/25/	2019 2:07 PM	LAP File		1 KB						
b Music	👂 pc-client-java		9/25/	2019 2:07 PM	Applicatio	'n	352 KB						
Pictures	📄 pc-client-java.	ар	9/25/	2019 2:07 PM	LAP File		1 KB						

- 6. Click "Yes" to the security prompt (Windows 7/8/10)
- 7. Follow the prompt messages and install the client. The basic procedure: and click "I Accept the Agreement" and press next, click Next, Install (Local Install (For all users)), Install, Finish.
- 8. PaperCut client login window will pop out for the first time asking you to login, as shown below. Please enter your UBC Campus Wide Login (CWL) username and password, check the box besides "Remember my identity", then click "OK" to close the pop out window for now. The PaperCut client app will prompt you to enter CWL credentials again when you print to our Ricoh printers.

📮 Login	×
F Login You	papercut.com r login credentials are required for printer access.
Please log in Username: Password:	using your network username and password to confirm your identity.
	OK Cancel

 If you see an error of "Invalid username or password", please try to enter your CWL ID and password again. If you keep getting this error, you may not have your CWL account registered with the PaperCut system. Please contact us at <u>helpdesk@botany.ubc.ca</u> to find out.



Installing the Windows Components

- 1. Click the Windows button, then type "Control Panel".
- 2. Click Control Panel to open it.
- 3. Click "Programs and Features"
- 4. Click "Turn Windows Features on or off"
- 5. Expand Print and Document Services and make sure LPR Port Monitor is checked.

截 Windows Features	_	-		×
Turn Windows features on or off				?
To turn a feature on, select its check box. To turn a box. A filled box means that only part of the feature			r its check	(
Microsoft Print to PDF				^
🖂 📙 Microsoft XPS Document Writer				
🗄 🔲 📕 MultiPoint Connector				
🖃 🔳 📕 Print and Document Services				
🖂 📕 Internet Printing Client				
LPD Print Service				
LPR Port Monitor				
Remote Differential Compression API Sup	port			
📧 🔲 📙 Services for NFS				
Simple TCPIP services (i.e. echo, daytime e	etc)			
📧 🔲 📙 SMB 1.0/CIFS File Sharing Support				
SMB Direct				
🗌 📙 Telnet Client				
TFTP Client				~
	OK		Cance	I

Installing the HP Print Driver

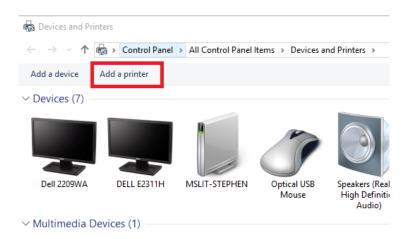
- 1. Go to https://support.hp.com/ca-en/drivers/selfservice/hp-laserjet-enterprise-mfp-m630-series/6771914.
- 2. Make sure to have the correct OS selected.
- 3. Download "HP LaserJet M630".

Dftware and drivers for CaserJet Enterprise MFP M pose a different product series lected operating system: # Windows 10	630 series	erent OS			
× All drivers				Filter By Importance	\sim
Open all	Version	File size	Release date 🌲		
× Driver-Product Installation	n Software (7)				
Recommended					
 HP LaserJet M630dn, M630f, M630 h, M630hm Printer Full Software a nd Drivers 	12.0.17285.167	135.5 MB	Mar 10, 2021	🖄 Download	•
Recommended					

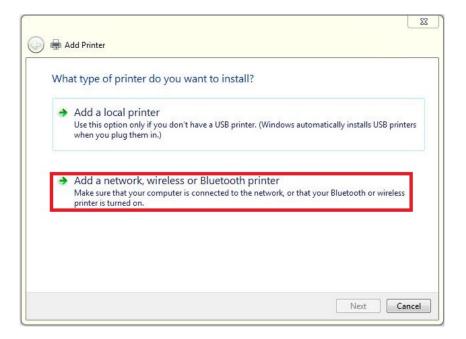
4. Following the HP LaserJet prompt is not required. Move on to the next step.

Add the HP printer(s) as shared printer(s)

- 1. Open Control Panel.
- 2. Click on "Devices and Printers".
- 3. Click "Add a Printer".



4. Click "Add a network, wireless or Bluetooth printer", then click "Next".



5. Windows 7/8/10 users please click the "The printer that I want isn't listed" as shown below.

🖉 Add a device	↔ – □ X
Choose a device or printer to add t	o this PC
MP620 series _E8792EE11393 Printer	NPI34085F (HP Color LaserJet CP2025dn) Printer
NPI7CCAEB (HP LaserJet P2055dn) Printer	NPI8DA38D (HP LaserJet P2055dn) Printer
NPI8DB789 (HP Color LaserJet CP3525) Printer	NPI900B11 (HP Color LaserJet CP2025dn) Printer v
The printer that I want isn't listed	
	Next Cancel

6. Select "Add a local printer or network printer with manual settings".

		←	🥪 Add Printer	
			Find a printer by other options	
			 My printer is a little older. Help me find it. Select a shared printer by name 	
				Browse
			Example: \\computername\printername or http://computername/printers/printername/.printer	
			○ Add a printer using a TCP/IP address or hostname	
			\bigcirc Add a Bluetooth, wireless or network discoverable printer	
			\bigcirc Add a local printer or network printer with manual settings	
			Next	Cancel
7.	Select "Create a new p	ort'	', under "Type of port" choose LPR port. Click Next.	×

 \times

			>
←	ᡒ Add Printer		
	Choose a printer port		
	A printer port is a type of conner printer.	ection that allows your computer to exchange information with	a
	OUse an existing port:	LPT1: (Printer Port)	~
	• Create a new port:		
	Type of port:	LPR Port	~

Next

Cancel

8. Enter the following information:

Name or address of server providing lpd: *bota-sprnp1.ead.ubc.ca* Name of the printer or print queue on that server: *biodiversity229* 9. Select the printer driver "HP" under Manufacturer and "HP LaserJet MPF M630 PCL 6" on the right.

	ne printer drive	er		
s °	hoose your printer	from	the list. Click Windows Update to see more mo	odels.
Т	o install the driver f	rom a	an installation CD, click Have Disk.	
Manufact	ırer	^	Printers	
Gestetner			🕞 HP LaserJet Flow MFP M630 PCL 6	
HP			📑 HP LaserJet MFP M630 PCL 6	
infotec				
infotec LANIER				
		~		
LANIER Microsoft	river is digitally sig		Windows Update	Have Disk

- 10. Type the printer name you are connecting to: *Biodiversity229*. Or type the virtual hold/release printer *Biodiv-holdrelease* for you to print confidential documents. Note: the virtual *Biodiv-holdrelease* only work with the HP M630 printer. To use the virtual holdrelease printer on any of the four Ricoh printers, you add the holdrelease printer (by typing holdrelease in the "Type the printer name you are connecting to field", then you can release your print jobs to any of the four Ricoh printers.
- 11. Select "Do not share this printer" and click Next.
- 12. Click Finish or print a test page.

_	🥪 Add Printer	
	You've successfully added Biodiversity229	
	Tou ve successionly added blochversity225	
	To check if your printer is working properly, or to see troubleshooting information for the	
	printer, print a test page.	
	Print a test page	

Finish	Cancel
--------	--------

...

×

13. You will now have a printer called "Biodiversity229" or "Biodiv-holdrelease", as shown below.



biodiversity229 on bota-sprnp1.ead. ubc.ca

biodiv-holdreleas e on bota-sprnp1.ead. ubc.ca

Test the Printer(s)

- 1. Open any document or web page
- 2. Choose to print like you would normally do
- 3. Select one of the HP printers (Biodiversity229 or Biodiv-holdrelease)
- 4. Here you are able to change and/or save your Printing Preferences, such as 2 sided printing, staple/hole punch, etc.

iting Preferences Itiy Used Settings Dr ent Setting		Configuration/About ne Click Preset List:		Job Type: D Normal Print Document Size: Letter (8.5" x 11") V	Details Orientation	×
				Document Size:	Orientation	
Unregistered cument Size: etter (6.5" x 11") t On: ame as Original Size duce/Enlarge: t to Print Size		2 on 1 (2 sided) B & W (2 sided)		2 sided: 원산과 Long Edge Bind(Open to Left/Top Booklet:		>
Settings Summary		Unregistered Y	,	Color/Plack and White:	Conjugat (1 to 000)	
	ument Size: tter (8.5" x 11") t On: me as Original Size luce/Enlarge: to Print Size Settings Summary	ument Size: tter (8.5 % 11") t On: me as Original Size uce/Enlarge: to Print Size	Settings Summary	Settings Summary Unregistered	B & W (2 sided) Settings Summary Largout: Unregister Current Settings	Layout: Page Order: There (5.5 × 11.7) Image: Control (1.5 × 11.7) Concernence (1.5 × 11.7) Image: Control (1.5 × 11.7) me as Original Size LucyEntrarge: Image: Control (1.5 × 11.7) Layout: Image: Control (1.5 × 11.7) Image: Control (1.5 × 11.7) Image: Control (1.5 × 11.7) Settings Summary Image: Control (1.5 × 11.7) Layout: Image: Control (1.5 × 11.7) Settings Summary Image: Control (1.5 × 11.7) Layout: Image: Control (1.5 × 11.7) Decoldet: Image: Control (1.5

5. If you print from Chrome or Adobe, we recommend using the "Print using system dialog" feature to view all of the available copier features, as shown below.

Print Total: 5 sheet	s of paper (9 pages) Print Cancel	Ricoh C6004 Multifunction Printer Setup Documents
Destination	Canon MF4800 Series U	Download printer driver at <u>https://www.rkich.ra/an/wpport-and-download</u> Support & Downloads Featurem prove
Pages	 All 	
	e.g. 1-5, 8, 11-13	(w.com) d
Copies	1	or
		Find your downloads Caupy
Paper size	Letter	Dominal draws, unhaves and Anzala – Jak error yearshild adala bravali the research por hand tanà
Options	✓ Fit to page	or
	✓ Two-sided	Find your downloads
D.1.1.1	stem dialog (Ctrl+Shift+P)	Find your downloads cause v

6. Once print options are chosen, you may print your document. After clicking "Print", you will see a dialog pop-up within a few seconds, depending on the network speed and age of your PC.

📮 Login		22
F Login Your	pap login credentials are required for printer access.	ercut.com
Username: Password: Remember:	your cwl ••••••••••••••••••••••••••••••••••••	
Keineinder.		incel

This is the login for PaperCut to authenticate and identify who you are. Enter your CWL username in the username field and your CWL password in the password field. You may choose the option for how long the system shall remember your CWL credentials. Select the option in the "Remember" field by clicking the drop down arrow.

7. Successful authentication will bring up a Print Job Notification pop-up. It shows the document name you are printing, which printer is the print job sent to, the number of pages of the document and the cost of the print job. Select the account/speedchart you want for the print job by clicking the drop down arrow at the "Account" field. Then click "Print".

If you printed to any of the HP printers, you can now walk over to it and pick up your printouts.

Print Job Notification ×					
Frin	papercut.com				
Co	Confirm the print and select the print action				
Print job details					
Document name	Document name Microsoft Word - HP_Mac_Print_Quickstart_Guide_Oct17_2017				
Printer bota-sprnp1\biodiversity229					
Pages					
Print job actions					
Ocharge to shared account					
Account Botany\CMOC - Botany IT					
Apply to all documents in queue (Jobs: 1) Print Cancel					

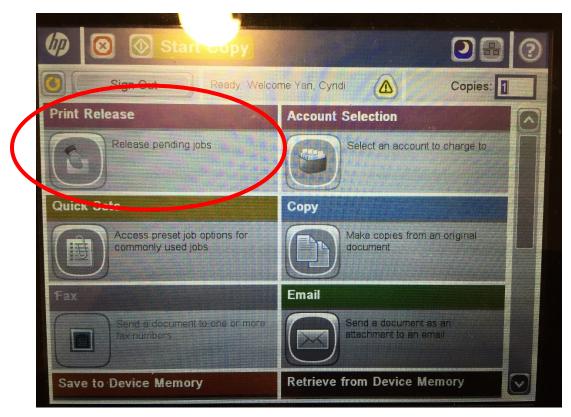
Note: steps below are only applicable if you print to the biodiv-holdrelease virtual printer.

If you print to the biodiv-holdrelease virtual printer, an ATTENTION pop-up will show. Depends on your operating system, you may see one of the three types of ATTENTION pop-ups as shown below.
 You need to walk over to the HP printer, login by tapping your UBC Card/entering your CWL ID & password, then release your print job. (This machines does not accept employee numbers)

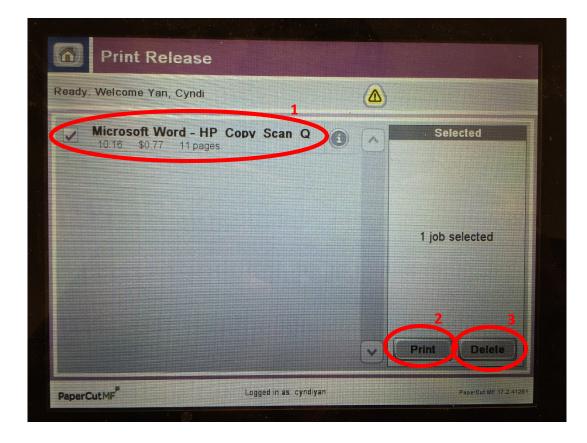
00		PaperCut MF - Message	
Ø	ATTENTION Your document has been held in Before the document will be pri	n a queue. nted, you will need to log into the web interface provided or a release station	and release your document.
		Message × ATTENTION Your document has been held in a queue. pc-client.exe	
		PaperCut MF ATTENTION Your document has been pc-toast-notify	

Note: All print jobs to the biodiv-holdrelease virtual printer will be held for 24 hours then cleared from the system. If you forgot to release your print job at the HP printer within 24 hours, you will have to print your document again. For details about how to login to our HP printers, please read the <u>HP Copy/Scan Quick Start</u> <u>Guide</u>.

9. Once you login to the HP printer, you will see the first screen as shown below. Please click on the "Print Release" button.



10. If you touch the "Print release" button in step above, you will see the second screen with a list of print jobs held under your account. You need touch the check box in front of the job to select it (circle 1), then you can either print the selected job(s) (circle 2), or delete the selected job(s) (circle 3).



11. At the end, please pickup your printouts, then touch the "Sign out" button.