PaperCut Print Articles

PaperCut Printer Management Software

- attaches print jobs to the person, not a specific printer (jobs are sent to the cloud and can be pulled down to any printer by authentication);
- enhances document security by enabling print-release authorization; and
- allows for scanning directly to a personal Google Drive.

How Does it Work

Employees print, make copies, and scan using an AppCard swipe, Banner ID, or App State username and password to authenticate (identify themselves) at the printer.

Logging into the Printer

1. AppCard Authentication

   Locate the card swipe on the printer (typically on the front of the printer, near the control panel). Swipe your AppCard to authenticate.

2. Banner ID Authentication

   On the printer touchscreen, press the **ID number** button to log in by using your Banner ID.

   ![Banner ID authentication screen](image)

   Enter your Banner ID, using the keyboard that appears on the screen or using the physical keyboard that you can pull out from underneath the screen, and press **Log in**.

   ![Banner ID authentication screen](image)

3. Username and Password Authentication
On the printer touchscreen, press the **Username and password** button to log in by using your App State credentials. You can use the keyboard that appears on the screen or the physical keyboard that you can pull out from underneath the screen.

Enter your App State username (without the @appstate.edu) and password, and press **Log in**.

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