PaperCut Print Articles

PaperCut Printer Management Software

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.

Downloading PaperCut

1. Open Software Center on your Windows computer.

![Software Center](image)

2. Click on the PaperCut icon, or search for PaperCut in the search bar.

![Software Center with PaperCut](image)

3. Click Install.

![PaperCut Install](image)
4. After installation, PaperCut will be installed under Printers & Scanners.

1. Open Self Service on your computer.

2. Click Log In and sign in with your App State credentials.
3. Find PaperCut under **ASU-Print and Scan** and click **Install** to download.

![Image of ASU-Print and Scan with PaperCut highlighted](image)

After installation, you can see PaperCut installed in system settings under **Printers & Scanners**.

![Image of Printers & Scanners settings with PaperCut installed](image)

4. **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.
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.

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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