

# CCA-PRINT How To's

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# How to Print-Part 1 ( Print from Computer)

We will be installing **PaperCut Print Deploy Client** to all school devices and computers. Once the software is installed, it will automatically open its main window (*see below*), prompting the user to sign-in or, will located at the top right bar on MacOS.



Once you sign-in, the new **FOLLOW-ME** print queue will be installed on the computer, and will appear in your printer list when you go to print. If you see the green **Sign In** button (as shown in the image above), do so to complete the installation. Use this print queue to send all print jobs to the new release print system.

*\*\*\* All print jobs will be held in a secure queue until you release (print) them or delete them from the job list at an Printer. If not printed or manually deleted, they will be automatically deleted after 8 hours. \*\*\**

# How to Print- Part 2 (Staff Login Printer)

## Printer Sign in

There are 3 ways to login to the MFPs...

**Click the arrows on the left side to display directions:**

### CCA Badge

Tap your **ID card** on the printer at the icon (shown below) to left of the touch panel.

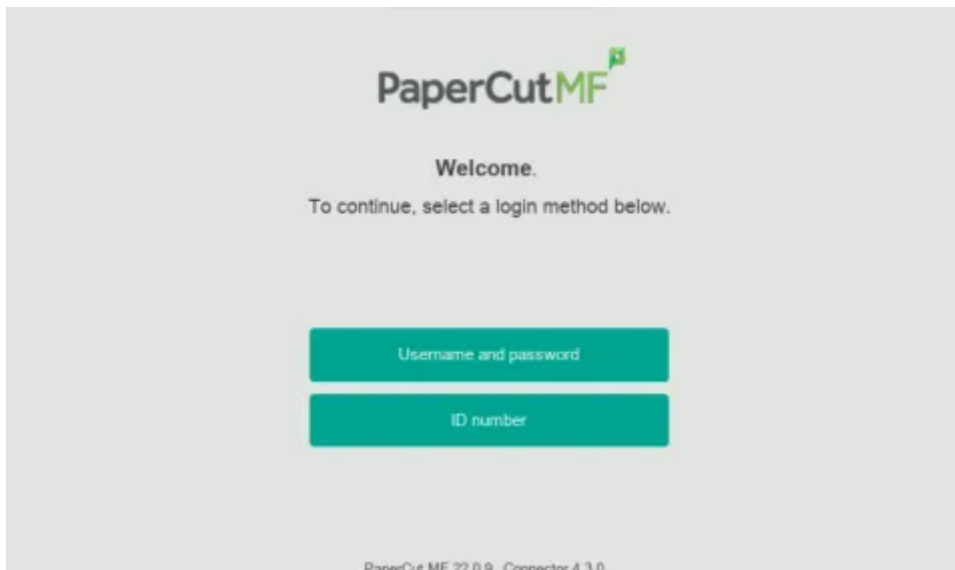
The first time you do this, you will be prompted to enter your **Username** (first initial, last name. ex=jdoe) and **Password** ( related to your CCA Google Workspace Account )to associate the card with your cca-print account. After that, simply TAP and it will identify your account.



### ID Number (5-Digit PIN #)

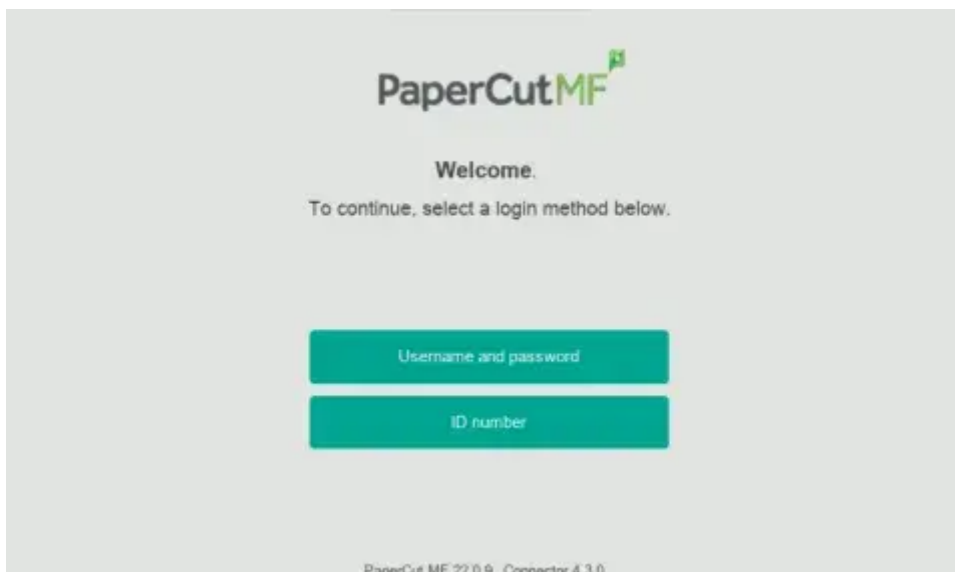
- Select **ID Number**

- Type **ID number**. ( found on **cca-print account** page. see [How to Access Your PaperCut Account](#) )



## Username Password

Enter **Username** (*first initial lastname e.g jdoe*) and **Password**



Once logged in, you have 3 options:



1. **Print**
2. **Copy**
3. **Scan** - to **Email**, or **Google Drive**

The system will automatically log you off after 45 seconds of no activity. To manually log off, you can click the **Log Off / Lock Screen** or **Clear Settings** buttons (*see image above*), or click the log out icon next to your name in the top section of the touch screen

# How to Print-Part 3 (Job Release)

## How to Release a Print Job

Login to an printer (*see this [page](#)*). Once logged in, you'll see the number of print jobs/pages in your queue at the top of the screen. You can select the **Print all** button to print them all with no changes.



Or tap the **Print Release** button, to view the print job list. Here you can select the specific print job you want to print, and optionally change settings (# of copies, single/double-sided, etc) by tapping the ">" button to the right of the print job.



Select the desired job and tap **Print**.

You can also manually delete a print job if desired (*before the 8-hour time limit*).

\*\*\* *The default settings for CCA print jobs are B/W and Double-sided.* \*\*\*