

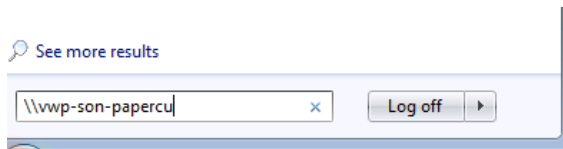
Papercut

Welcome to Papercut! Papercut is DUSON new print management software. In this document, we will provide instructions on how to re-add the network printers to your computer

Adding Printer

- 1) Windows search option, type: [\\vwp-son-papercu](#) and enter

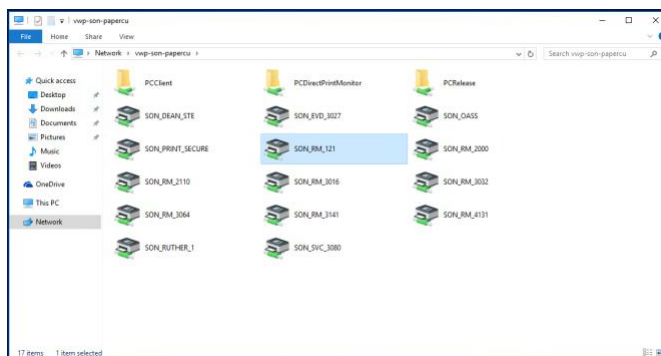
Windows 7



Windows 10

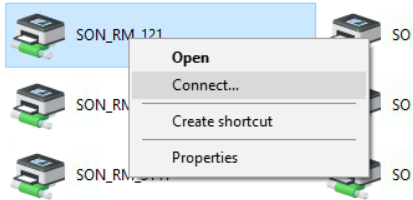


- 2) The printer window will open

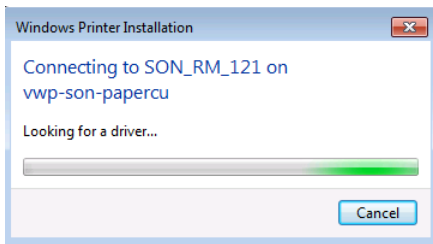


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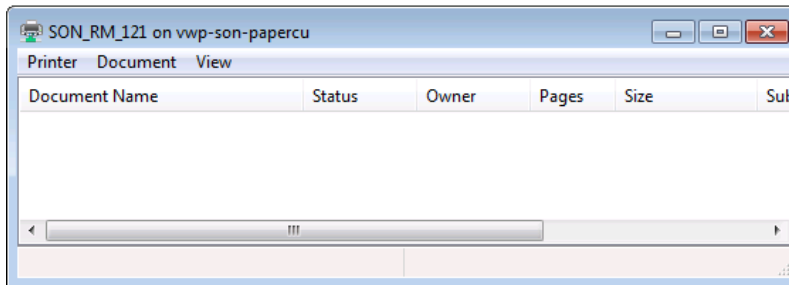
- 3) Right Click on [Printer Name] and select **Connect**
Please see Printer Table, on page 6, for specific printer name



It might take several minutes for the connecting to pop-up and add the printer



- 4) When complete you will see the printer queue window.



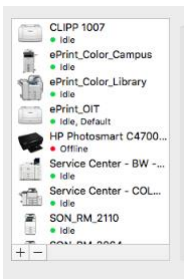
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Mac users

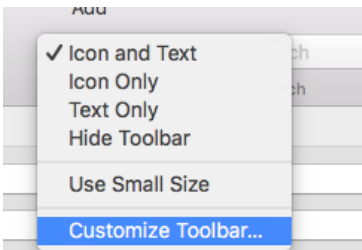
- 1) Select **System Preferences > Printers and Scanners.**



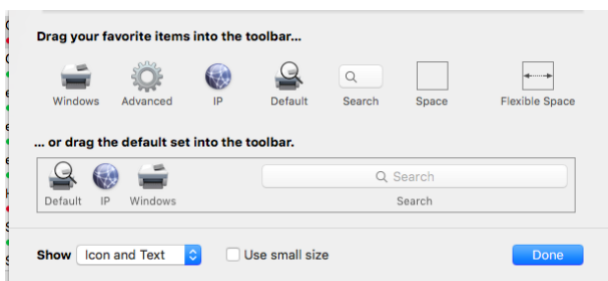
- 2) Click **+** to add a new printer.



- 3) **Control-click** the toolbar; then select **Customize Toolbar.**



- 4) Drag the **Advanced** icon onto the bar; then click **Done.**



- 5) Click on **Advanced**

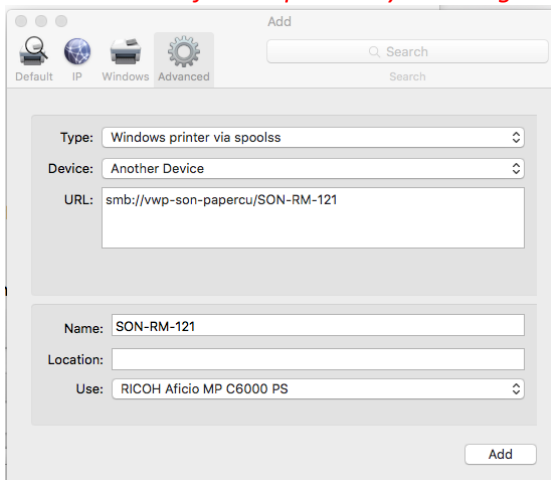
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6) In the Add printer:

- Type: **Windows printer via spools**
- URL: **smb://vwp-son-papercu:139/[printer name]**
- Name: **[printer name]**
- Use: **[printer model]**

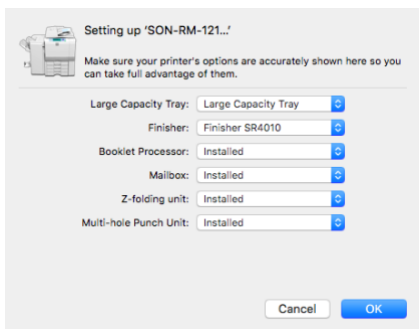
Please see Printer Table, on page 6, for specific printer name

*Choose a driver for this printer by selecting **Select Software** from the list.*



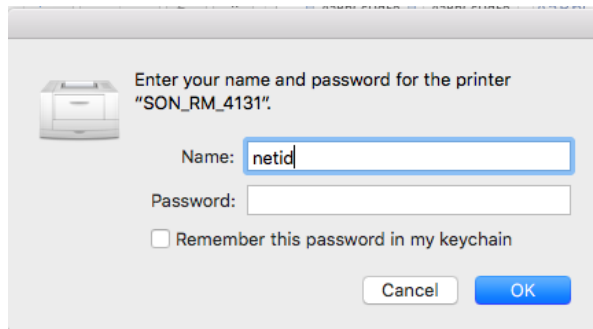
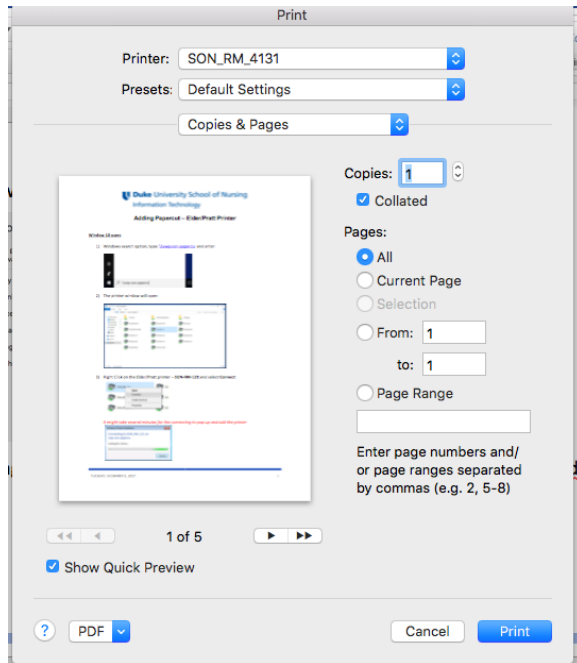
9) Click Add.

10) Set the below default setting and click on ok.



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11) When printing from your Apple computer, you will be prompted to enter in your netid and password



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Printer Table

Printer Name	Model	Location
SON_OASS	Ricoh MP C3004	Pearson 1003
SON_FA	Ricoh MP301	Pearson 1150
SON_RM_2000	Ricoh MP C4503	Pearson 2000
SON_RM_2110	Ricoh MP C4503	Pearson 2110
SON_RM_3032	Ricoh MP C4503	Pearson 3032
SON_RM_3064	Ricoh MP C4503	Pearson 3064
SON_EVD_3027	Ricoh MP C305	Pearson 3027
SON_SVC_3080	Ricoh MP C80023	Pearson Service Center 3080
SON_RM_3141	Ricoh MP C4503	Pearson 3141
SON_DEAN_STE	Ricoh MP C300SR	Pearson 4146
SON_RM_4131	Ricoh MP C4503	Pearson 4131
SON_RM_121	Ricoh MP C6004	Elder/Pratt 121
SON_Ruther_1	Ricoh MP C3004	Rutherford 161
SON_RM_3016		Pearson 3016