

Quick Start Guide for Small Business

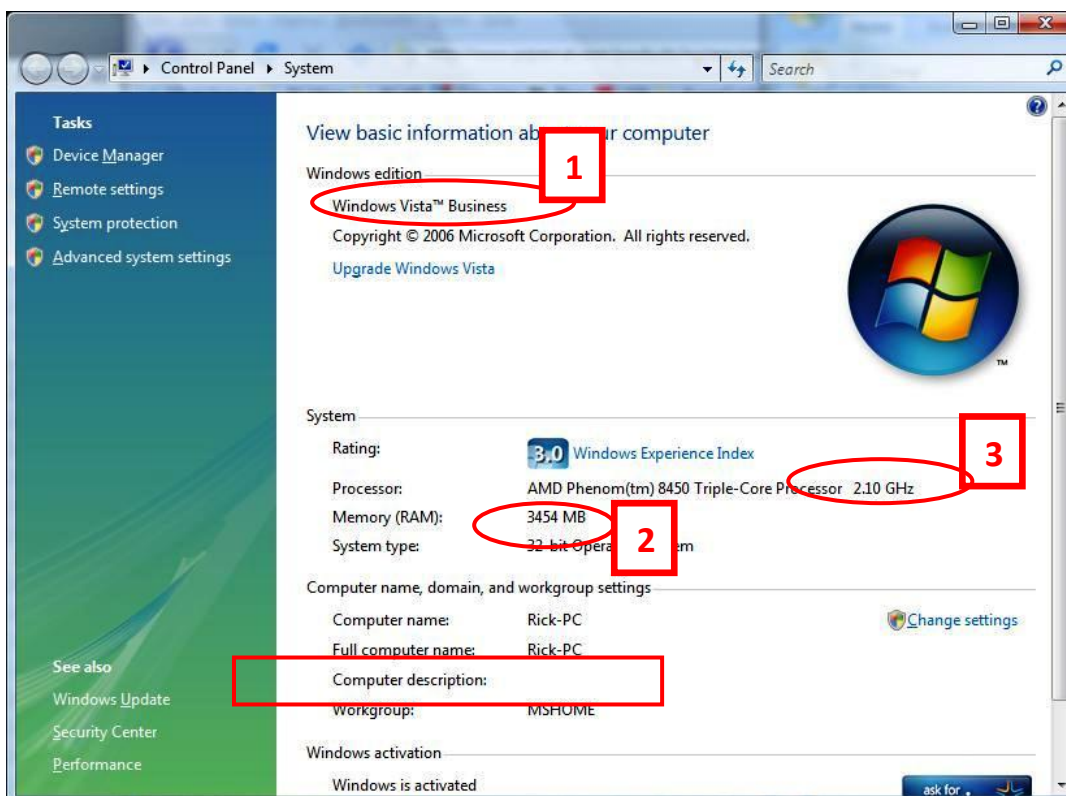
This guide is designed for small workgroup or *peer to peer* network configurations with 10 users or less. If you are installing PaperCut on a network domain running Active Directory or any LDAP compliant directory service please refer to chapter 2 in the User Guide.

Contents

System Requirements	2
Downloading and Installing the Primary Computer	3
Configuring the Primary Computer.....	4
Adding Users	5
Installing the Print Monitoring Component.....	6
Installing the User Client.....	7
Configuring Printers for Popup Authentication	9
Testing PaperCut Print Tracking.....	10
Continue Installing the Workstation Software	10
Final Steps	11
Additional Configuration.....	11
Instructions to Users	11
Additional Documentation.....	11

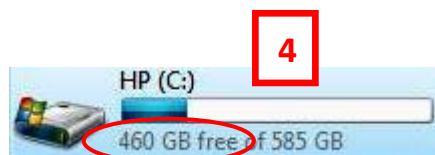
System Requirements

Before checking the system requirements a computer must be selected to act as the primary PaperCut instance. This is referred to as the Primary Server in PaperCut documentation. This primary computer will host the PaperCut database. Choose a PC for the primary computer. This PC will need to remain on while others are printing. Check the system requirements on this workstation first. From the desktop select the Windows Start button then right click on “My Computer” or “Computer” and select Properties. Write down the Computer name of this workstation. You will need it later on in the installation process. Check the system requirements; then repeat the process on the remaining workstations.



	System Requirement	Primary Computer	Workstation Computers
1	Operating System	Windows Vista / XP / 2000 / NT 4.0	Windows Vista / XP / 2000 / NT 4.0
2	Memory	384MB	128MB
3	Processor	500 MHz	300 MHz
4	Disk Space	240 MB	75 MB

Check to make sure that your computers meet the disk space requirements. Select the Start Menu then select “My Computer” or “Computer”. If the free disk space is not displayed next to the drive, place your mouse over the drive without clicking to display the available disk space or drive C:



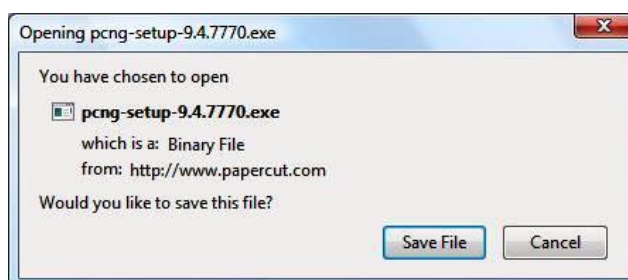
Downloading and Installing the Primary Computer

Go to the workstation that will be used as the PaperCut primary computer. Download the software and documentation from:

<http://www.papercut.com/products/ng/download/>

Save the file to the folder where you keep software installers. Copy the file to a portable storage media such as a USB flash drive because it is also required during installation at each of the workstations.

You will not need the User Guide to complete the installation; however you may want to download it for future reference.




Navigate to the folder where you downloaded PaperCut and start the installation by double clicking the PaperCut installer, **pcng-setup-[version].exe**.

1. When the installer starts you may see security warnings regarding installing software from an un-trusted source. Click **Ok** or **Allow**.
2. Click **Next** at the **Welcome Screen**.
3. Accept the **License Agreement** and click **Next**.
4. Review the information and click **Next**.
5. Click **Next** to install PaperCut in the default location.
6. Leave the selection on **Standard Installation**. Click **Next**.
7. Leave the box checked if you want to have a PaperCut icon on your desktop. Click **Next**.
8. Click **Install** to begin the installation.
9. Click **Finish** to complete the installation.

Configuring the Primary Computer

During configuration you will assign passwords and set the default cost and initial credit.



Configuration Wizard

Welcome!

This wizard will help you configure initial options and ready the system for use.

If this is the first time installing the application, we highly recommend reading the quick start guide in the user manual. [Open the user manual.](#)

Type in the password to be assigned to the master administrator account. Please keep this password secure.

Username: admin

Password:

Verify password:

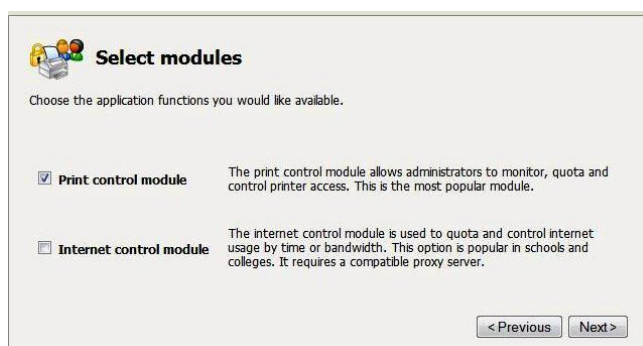
Your system location is currently set to **English (United States)**. If this not correct, please change the setting below. The location defines default currency and date formats.

Location: System Default

Next >

Enter the user name and password for the master administrative account. Change the Location if necessary. Make note of the user name and password. It is required later during the workstation installation. Click **Next**.

Leave the **Print control module** selection box checked and click **Next**.



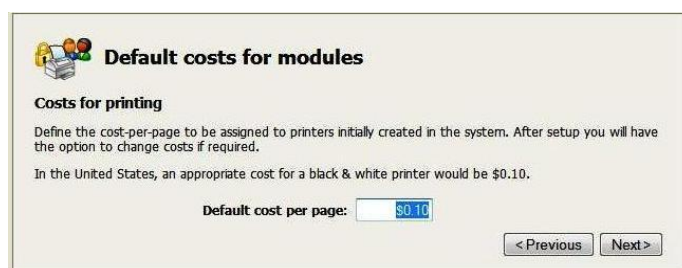
Select modules

Choose the application functions you would like available.

Print control module The print control module allows administrators to monitor, quota and control printer access. This is the most popular module.

Internet control module The internet control module is used to quota and control internet usage by time or bandwidth. This option is popular in schools and colleges. It requires a compatible proxy server.

< Previous Next >



Default costs for modules

Costs for printing

Define the cost-per-page to be assigned to printers initially created in the system. After setup you will have the option to change costs if required.

In the United States, an appropriate cost for a black & white printer would be \$0.10.

Default cost per page:

< Previous Next >

Enter the default cost per page. You will be able to set a page cost for individual printers later. Click **Next**.

Enter the initial credit amount to be assigned to new users and click **Next**. If you want to prevent users from printing when their account balance reaches 0 keep the **Deny access...** box checked, otherwise uncheck the box to use PaperCut in passive monitoring mode.



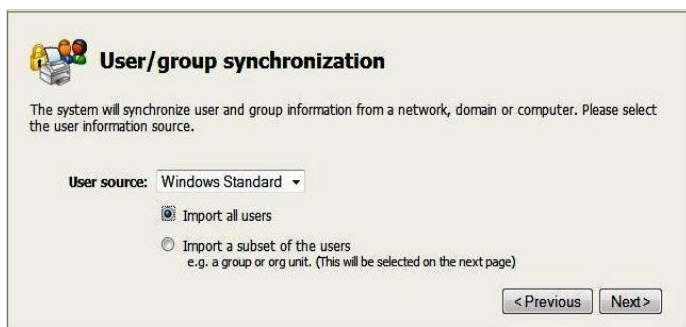
Initial user credit

When users are imported they will be assigned an initial credit (also referred to as a quota). If this value is left as zero, credit can be manually assigned to users later.

Initial user credit:

Deny access when users run out of credit/quota

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Select **Import all users** and Click **Next**. This will add the users from this computer to PaperCut. You can add more users manually after the installation is complete.

Click **Finish** to complete the configuration.

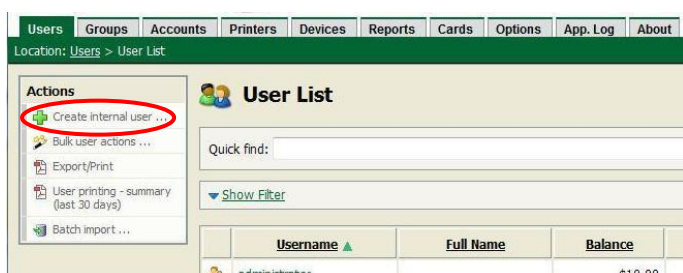
PaperCut will now import users from your workstation. Click **Close**.

Installation and configuration are now complete.

Adding Users

Now that the PaperCut primary computer is installed and configured you can add your users to PaperCut. User accounts must be set up for each one of your network users. In a domain environment these logins are extracted from the server. In a peer to peer network, the simplest way to add users is to create 'internal user' accounts for each user directly in PaperCut.

From the desktop double click the **PaperCut Admin Login** icon and login with the user name and password from Configuration Step1.



On the left menu click **Create internal user...**

Complete the user information on the screen. The **Username** and **Password** are the only required fields. Click **Register**.

The Admin Console will return to an empty **Create Internal User** screen. Continue to add users until all of you users have been added. When you have finished adding users click **Cancel** and proceed to the workstation installations.

Installing the Print Monitoring Component

Each computer that has a printer attached must have a print monitoring component installed called the **print provider**. On larger domain networks, this task is usually only done on the print server, however in peer to peer networks printers are directly attached to desktops, not through a print server. To monitor these printers, the print provider must be installed on each system. The print provider installation will be repeated for all workstations *except* the primary computer.

1. Launch the copy of **pcng-setup-[version].exe** that you downloaded and saved to a USB flash drive during the primary computer installation.
2. When the installer starts you may see security warnings regarding installing software from an un-trusted source. Click **OK** or **Allow**.
3. Click **Next** at the Welcome Screen.
4. Accept the **License Agreement** and click **Next**.
5. Review the information and click **Next**.
6. Click **Next** to install in the default location.
7. Select the **Secondary print server installation**. Click **Next**.
8. Click **Install** to begin the installation.
9. Click **Finish** to complete the installation.
10. The **print-provider.conf** file will be opened automatically to allow you to add the name of the primary computer.

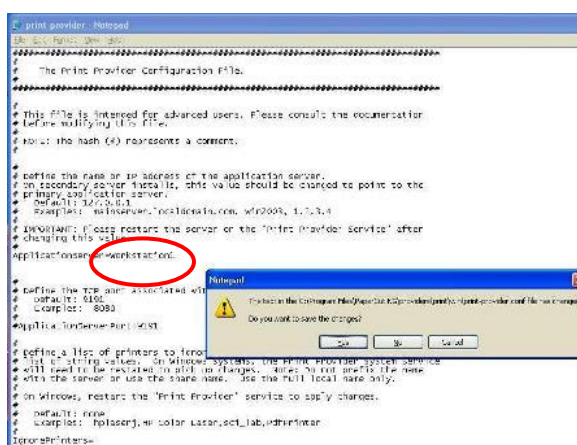

```

print-provider - Notepad
File Edit Format View Help
#####
# The Print Provider Configuration File.
#####
#
# This file is intended for advanced users. Please consult the documentation
# before modifying this file.
# NOTE: The hash (#) represents a comment.
#
# Define the name or IP address of the application server.
# On secondary server installs, this value should be changed to point to the
# primary application server.
# Default: 127.0.0.1
# Examples: mainserver.localdomain.com, win2003, 1.2.3.4
# IMPORTANT: Please restart the server or the "Print Provider Service" after
# changing this value.
#
ApplicationServer=127.0.0.1
    
```

Locate the **ApplicationServer** line in the file. It is the first line that does not start with a #.

Change the name to the name of the workstation where you installed the primary computer software. Save the file by clicking the red X box in the top right corner and click **Yes** in the Save dialog box.

In the future if the name of the workstation running the primary computer software changes you will need to open this file and change the **ApplicationServer=** value to the name of the new primary computer.



Installing the User Client

The User client component is required to authenticate users, confirm print job cost prior to printing and allow users to charge print jobs to a shared account. This installation process will be repeated for all workstations *including* the primary computer. Starting with the primary computer complete the steps listed below to install the User Client.

Right click the **Windows Start menu** and select **Explore**.

In the address bar at the top of the window enter [\\<WorkstationName>\PCClient\win](#) where **<WorkstationName>** is the computer name of the primary computer recorded during the Systems Requirements check. If you cannot successfully open this location, check firewall settings or any other anti-virus or protection software that may be preventing the workstation from accessing other computers on the network.

Double click **client-local-install.exe**

1. When the installer starts you may see security warnings regarding installing software from an un-trusted source. Click **Run**.

2. Click **Next** at the welcome screen.
3. Accept the **License Agreement**.
4. Click **Next** to install the Client software in the default location.
5. Click **Next** to install the Client software for all users of the workstation.
6. Click **Install** to begin the installation. Wait while the software is installed.
7. Complete the installation. The client will launch the authentication screen.
8. Log in with a **Username** and **password** that you added earlier.

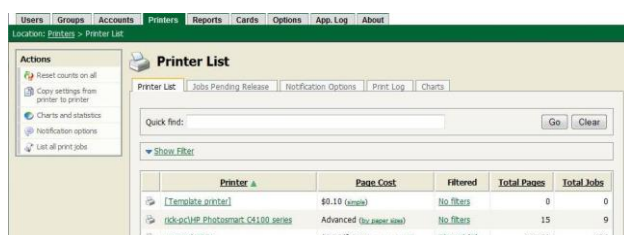
The client installation is now complete.

Configuring Printers for Popup Authentication

Before testing you will need to configure the printers to prompt for authentication.

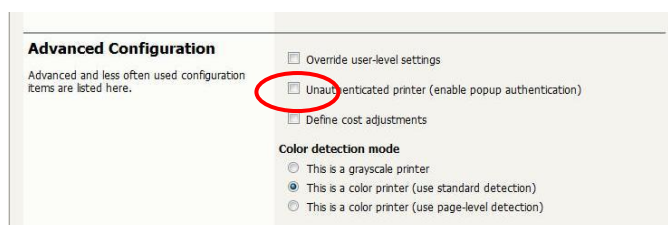
Open the Admin Console by double clicking the PaperCut Admin Login desktop icon or by entering the address [http://\[WorkstationName\]:9191/admin/](http://[WorkstationName]:9191/admin/) in your web browser.

Login with the **administrator password** created during the primary computer installation.



Select the **Printers** tab. All of the printers connected to this workstation will be listed in the **Printer List**.

Select one of the printers to open the Printer Details. Scroll down to the **Advanced Configuration** section and check the **Unauthenticated printer** box.



Scroll to the bottom of the page and click **Apply**.

Repeat steps 4 - 6 for each of the printers attached to this workstation.

Testing PaperCut Print Tracking

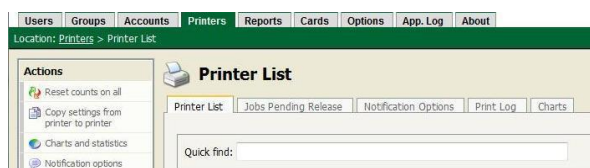
Send a print job to one of the printers using the same steps that you normally use to print.

The **Authentication Window** will appear on the desktop. Login using the **Username** and **password**, *not* the admin name and password that you created earlier and click **OK**.



The job will print. Open the **Admin Console** select the **User** tab then select the user that sent the print job. Select the **Print History** tab. The print job will be listed.

Now select the **Printers** tab then select the **Print Log** tab. The print job will be listed.



The job has successfully printed at the printer and has been tracked in PaperCut by the user that sent the job (Print History) and by the printer that printed the job (Print Log).

Continue Installing the Workstation Software

For each of the remaining workstations repeat the following sections of the installation instructions:

- Installing the Print Monitoring Component**
- Installing the User Client**
- Configuring printers for Popup Authentication**

Final Steps

Additional Configuration - PaperCut will now track printing on your network for all of the users and printers that you have configured. Please consult the User Guide if you wish to create more specific charge rates, filtering rules, or custom user messages.

Instructions to Users - Provide your users with their **Username** and **password** and demonstrate the login process. Users will need a minimal amount of training beyond this if you are only implementing the basic functions. If you plan to use features such as Shared Accounts, Quotas, or Restricted User Accounts review the section of the User Guide that describes these functions and experiment with them to develop a procedure that you can share with your users.

Additional Documentation - PaperCut is a feature rich application that can be configured to provide precise control of your print environment. All PaperCut documentation including a tour of features, the knowledge base, and the complete User Guide can be found online at <http://www.papercut.com> and is fully searchable. If you don't find what you are looking for on our website send an email to support@papercut.com to receive additional help from our technical staff.