1. Setting up an account

Register for a ‘papercut account’ from one of the PCs using the following procedure. If you need to access ‘papercut account’ from your room. On the web browser type https://printer.warrane.unsw.edu.au:9192

Click on “Create a New User” or double click on the green box on the top right corner.

Sign in with your BigAir Internet account in the webpage that pops up. You may need to click on “Proceed to this webpage anyway”.

Click on “Create a new user”.
Register for a new account.

Click on Login on the left bar or signin with your new username and password on the green Papaercut box on the desktop.

You will see the following page.
Double clicking on the paper sidebar gadget brings you to your papercut account where you will be able to see your account history and printing rates. ‘Redeem card’ option on this page allows you to top up your account. Prepaid cards can be bought from Max at the front desk/TWR (AUD10/card).

Enter your username and password on the printer. This is to associate a card to your account so that you will be able to tap on to the printer to access your account (you wouldn’t have to type your username and password once you have associated a card to your account)

OR

Place your student card (or any other card) on the card reader.
Enter your username and password and click on ‘Associate Card’.
2. Photocopying

Press ‘copy’ button.
For photocopying of loose sheats (single/double sided).

Place originals here and adjust the size guides (When using originals with different sizes adjust the size guides to the widest original).

OR

Place a single original here (front facing down).

Press ‘okay’
On the settings menu ensure ‘black’ option is selected for B&W prints. For colour select ‘Full colour’. (If you select ‘auto color’ the printer determines the type of colour on the originals and as such may not be exactly as they look in some cases like originals with coloured or yellow backgrounds, small images, black prints or light colours)

**APS (Auto paper selection) Mode** is enabled by default inorder to ensure prints are aligned correctly. You will need to select the paper tray manually for transparent originals (OHP films), non standard size originals and originals with dark colours. This is because the printer is unable to detect the size in this case.

The **zoom** option could be used to shrink or enlarge prints (e.g. to fit a photocopy of a textbook to an A4 size paper). Default option is AMS (Automatic Magnification Selection). A custom size could be set if not sure which option to use.

**Finishing** option includes stapling (single & double) and binding (magazine sort, centre fold, saddle stich etc.) Note that there is a maximum limit on the number of sheets that could be stapled (50 for 80gsm), folded (25) and saddle stitched (15).

**2-sided option** includes simplex double sided & booklet printing as well as the option to convert from simplex – duplex or vice versa.

**Mode function** could be used for image smoothing (usually not required)

You can **manually staple sheets** if you’ve forgotten to use the staple mode. Use the buttons on the stapling control section of the finisher for manual stapling.

1. Press the stapling button
2. Press the stapling position switch (front/rear)
3. Place sheets on lower receiving tray of the finisher.
**Storage** option is used to send a scan of the original to one of the PCs.

![Scanner Interface](image)

### 2. Scanning

Press ‘scan’ button.

![Scanner Interface](image)

Click ‘file’ to scan the image to a file on a computer.
Click on ‘email’ to send the image as an email. Email ids could also be imported from address book.
Click on ‘USB’ to send the image to a USB drive. (Insert a USB drive into the USB port of the printer in the front)
Press ‘scan’ on screen or ‘start’ button on the control panel.

P.S. File formats could be changed. Multiple images could also be appended to a PDF. PDFs could be encrypted with a security key.
Use the scan settings option to change between colour modes, resolutions, paper sizes, scan modes, orientation and simplex/duplex.

2.1 Scanning to USB

PDFs, XPS, TIFF and JPEG files can be scanned to a USB device. Connect a USB device to the USB port in front of the equipment. Select “Scan” from the control panel. Select “USB”. You may change the file name, file format and Multi/Single page options as required. Press “Scan” to begin scanning.

P.S. Depending on the size of the scan, it may take a while to finish copying the file to your USB device.
3. Printing

Sign in to your papercut account.

Hit Ctrl+P and select 'TOSHIBA-eStudio5540c' as the printer. Click on printer properties and set the colour option to black & white or colour as required (shown below).

Click on finishing (optional) to change between simplex/duplex (duplex is enabled by default), number of pages per sheet, sorting order and stapling.
Click ‘OK’ and then “Print”.

*Sign in to your account at the printer terminal. (Swipe the card you have linked to your papercut account)
*Select ‘print’ or ‘print all’.

**Remember to sign out** of your papercut account. (you can do this by using the right mouse button while hovering over the papercut sidebar gadget, from taskbar or from your papercut account webpage.)
*You can also print all your document from the ‘jobs pending release’ section. In that case you could avoid the above steps.

4.1 Printing from USB

You can print PDFs from USB drives. Connect a USB device to the USB port in front of the equipment. Select “Print” from the control panel. On the job type menu on the screen, navigate to USB. Select the file to be printed and click OK. Press “Settings” for paper size (for JPEG prints only), colour options, duplex printing and finishing. Click Print to begin printing.

Before disconnecting your USB device, ensure that “USB device in Use. Do not remove USB device” icon is not displayed on the screen.

4. Web print

Navigate to https://printer.warrane.unsw.edu.au:9192. Click on “Web Print” on the left in your papercut account.
Choose the Black & White image for B&W prints or Colour image for colour prints.

Upload the document to be printed.

Click on “Upload & Complete”
Navigate to the “Jobs Pending Release” on the left of the papercut account and click on “Print” beside the job to be printed or “Print All” to print all the pending jobs.

P.S. For the moment, only PDFs can be printed from the Web. Duplex and finishing options are currently not available using webprint.

For any queries or for using address books on the printer contact Steve Sam or William Horspool. Any comments or suggestion would be welcome. Cheers 😊