Table of Contents:

1.0 How to send a Print Job from a workstation to a network printer
2.0 User’s Web interface
3.0 Account Summary
4.0 User’s Rates
5.0 Transaction History
6.0 Recent Print Jobs
7.0 Print account registration for Guests/Visitors

General Information:

- Printing System Name = EcoprintQ System
- EcoprintQ System Student Account = Active Directory Username (student DSI ID)
- EcoprintQ System Student Password = Active Directory Password (student DSI Password)

Student Printing Process:

Students printing directly to lab B/W printers: Use their student log-in Account (DSI Username + Password) to send a print job directly to the B/W printer in their lab area.

EcoprintQ Users may access their user web interface from anywhere on the network by opening any internet browser and typing the following URL: http://ecoprintq.devry.edu
1.0 How to send a direct Job from a workstation to a printer network

Students click the **Printer icon** on the standard toolbar or select the **Print Command** from the File Menu or press **Ctrl+P** on their keyboard to select the specific printer.

Note: Users may have a choice of selecting the *printer* in locations where there is more than one physical printer.
Note: A confirmation message appears in the bottom right corner of the computer desktop (task bar) displaying that the print job was sent **directly to a specific printer**, the remaining balance in the user’s account and other information after this transaction.
2.0 User’s Web interface in ecoprintQ

Once the Users log in to any college computer using their DSI ID or domain account (i.e. Active Directory Account), a dialog window appears on the top right corner of their computer screen displaying their PaperCut (P2P) Balance.

Step 1

This dialog shows the balance for the user logged in.

Click Details...

Step 2

Students log in using their ID or college domain account.

Click Login

The ecoprintQ User Web Interface may also be accessed from anywhere on the network by opening any internet browser and typing the following URL: http://ecoprintq.devry.edu
3.0 Account Summary

When users log in, they are taken into the summary page. Users can review their total print jobs and pages.

Users can review their individual Environmental Impact caused by their printing, creating awareness for better use of resources and protecting the Environment.

4.0 User’s Rates

Users may search for a specific printer. Users see rates for all available printers.
5.0 Transaction History

It describes the type of transaction printer/copier usage, funds added or admin actions such as manual.

Start Balance before each transaction

Affected balance after each transaction is completed

Date when user transaction occurred

Users may export data into different formats: PDF or HTTP or Excel
6.0 Jobs Pending Release

Users may check and release their pending print jobs in queue via their user web interface “Jobs Pending Release” page.

Select Jobs Pending Release

- Date/Time the print job was submitted
- Printer/Format the print job was sent
- Document Name
- Workstation the print job was sent from
- Number of pages
- Print Job Cost
7.0 Print Account Registration for Guests/Visitors

Guest users can be provided a temporarily account to use that is good for 24 hours. No money can be added to these accounts and guest users must register an account in the ecoprintQ system.

Once the User logs in to a computer using a Generic Account, a dialog window appears in the top right corner of the computer screen displaying the Generic Account Balance and a ‘Details…’ link where user may access to create this permanent print account.

Guest may also create a print account directly via the following URL http://ecoprintq.devry.edu/register
Username in ecoprintQ is unique; user is required to select another if one has been used.

Password in ecoprintQ is required to be four (4) characters long.

User Interface Account creation displays a confirmation window with the User New Print Account created. Guest user receives this confirmation via e-mail to the registered e-mail address.

Guest user may now log in to their user web interface.

Password is protected here but in the confirmation receipt user gets via e-mail it is visible so they can always refer back if forget password.