Printing & Copies

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Printing and Copies

DEEC provides its employees with a modern copy and print system, the operating details of which are explained in this document.

For configuration purposes on computers, there are 3 virtual printers, whose names and function are:

- **CacifosColor** – Color printing will be output to the following physical printer: Konica Minolta C368
- **CacifosGrayscale** – Black & white printing will come from one of the following physical printers: Konica Minolta C368 or Konica Minolta 284e. If you print in color, the printout will be automatically converted to black & white.
- **Gab-3a4** – Black & white or color printing, as defined by the user, will be output to the following physical printer: Konica Minolta C280

The advantages inherent in this implementation are:

- The specific hardware is abstracted from the user, meaning that in the event of a malfunction, you do not need to reinstall specific drivers;
- Transparent balancing is possible for the user, with obvious advantages at times of peak use;
- Duplex is enabled by default on all printers;
- Improvement of environmental impact;
- Overall reduction of printing costs;

Configuration manuals are available at:

- Windows
- Linux

The Physical equipment specifications are presented in the following table:

Equipment	Place	Characteristics	Cost/page
Konica Minolta C368	Sala dos Cacifos	– A3 – Laser – Color – Duplex – Scan to e-mail	B&W = 0.003€ Color= 0.03€

Konica Minolta 284e	Sala dos Cacifos	– A3 – Laser – Black & White – Duplex – Scan to e-mail	B&W = 0.003€ Color = 0.03€
Konica Minolta C280	Gabinete 3A.4	– A3 – Laser – Color – Duplex – Scan to e-mail	B&W = 0.004€ Color = 0.04€

* *Values with VAT included*

Printer Software Instalation for Windows

> To use this service you need a @deec.uc.pt or @uc.pt account!

Introduction

In this document, the installation of the printers in the locker room and cabinet 3A4 on Windows will be presented step by step.

Installing the printer

1 – To install the printers it is necessary to download the drivers here.

2- Run the client-local-install.exe installer located in the “drivers \ client \ win” folder in the ZIP file.

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3- Enter your DEEC credentials.

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4- Subsequently, access the Control Panel, option “View devices and printers” and select the option “Add new printer”.

5- In the window that will open (Add a device), click on “The printer I want is not listed”.

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6- Then select the option "Select a printer shared by name" and enter the address of the printer you want to install:

- Color printer in the locker room: http://print.deec.uc.pt:631/printers/CacifosColor

- Black and white printer from the locker room: http://print.deec.uc.pt:631/printers/CacifosGrayscale
- Color printer in 3A4: http://print.deec.uc.pt:631/printers/gab-3a4

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7– Then click on the “Disk” button and choose the driver that you downloaded in the first step of this manual.

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8- Select the driver in the “drivers \ drivers \ win \ PC-Global-Print-Driver” folder and click on next.

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The printer is now successfully installed.

Default duplex printing

To perform default duplex printing, the following steps are required:
1 – Access the control panel.

2 – With the right mouse button on the desired printer, select the option “Printing preferences”.

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3 – In the "Printing Preferences" window, select the "Layout" tab and in the "Print on both sides" dropdown, use the option "Flip to the widest edge" or "Flip to the narrowest edge".

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In this way, the prints you make will default to these settings.

Printer Software Instalation for Linux

> To use this service you need a @deec.uc.pt or @uc.pt account!

Introduction

In this document, the installation of the printers in the locker room and cabinet 3A4 on Linux and Mac OS X using CUPS will be presented step by step.

To install the printer it is necessary to download the drivers here.

Installing the PaperCut client

Note: You cannot print without the PaperCut client.

- **Linux**

Extract the drivers folder to “/ opt / papercut /” and then add the PaperCut client at startup of the operating system.

Name: PCClient
Command: /opt/papercut/drivers/client/linux/pc-client-linux.sh

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- **Mac OS X**

Run the installer **client-local-install** located in the “drivers\client\mac” folder int the ZIP file.

If you see the error “can’t be opened because it is from an unidentified developer.”, Go to System Preferences> Security & Privacy and under “Allow applications downloaded from:”, select “Anywhere”.

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For the PaperCut client to start automatically with the operating system, it is necessary to go to System Preferences> Users & Groups and in “Login Items”, and add PCClient to the list (click on the “+”).

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After installation, enter your DEEC credentials. 2326

Installing the printer

1- Open the Terminal and run the command “sudo cupsctl WebInterface = yes”:

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2- Through the browser access the address: http: // localhost: 631 /. Go to the “Administration” tab and “click on Add Printer”.

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3- Enter your Mac's credentials.

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4- Select “Internet Printing Protocol (https)”.

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5- In the "Connection" field, enter the address of the printer you want to install:

- Color printer in the locker : http://print.deec.uc.pt:631/printers/CacifosColor

- Black and white printer from the locker room: http://print.deec.uc.pt:631/printers/CacifosGrayscale
- Color printer in 3A4: http://print.deec.uc.pt:631/printers/gab-3a4

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6- Fill in the following fields:

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7- Select in the Make field select the option Generic and then select the driver “Generic PostScript Printer (en)”:

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8- Open the Options Installed tab and in the Duplexer field, select the Installed option. Finally click on Set Default Options.2334

9- Abrir o separador Options Installed e no campo Duplexer, selecionar a opção Installed. Por fim clicar em Set Default Options.

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