

# 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	<ul style="list-style-type: none"><li>– A3</li><li>– Laser</li><li>– Color</li><li>– Duplex</li><li>– Scan to e-mail</li></ul>	B&W = 0.003€ Color= 0.03€

Konica Minolta 284e	Sala dos Cacifos	<ul style="list-style-type: none"> <li>- A3</li> <li>- Laser</li> <li>- Black &amp; White</li> <li>- Duplex</li> <li>- Scan to e-mail</li> </ul>	B&W = 0.003€ Color = 0.03€
Konica Minolta C280	Gabinete 3A.4	<ul style="list-style-type: none"> <li>- A3</li> <li>- Laser</li> <li>- Color</li> <li>- Duplex</li> <li>- Scan to e-mail</li> </ul>	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!

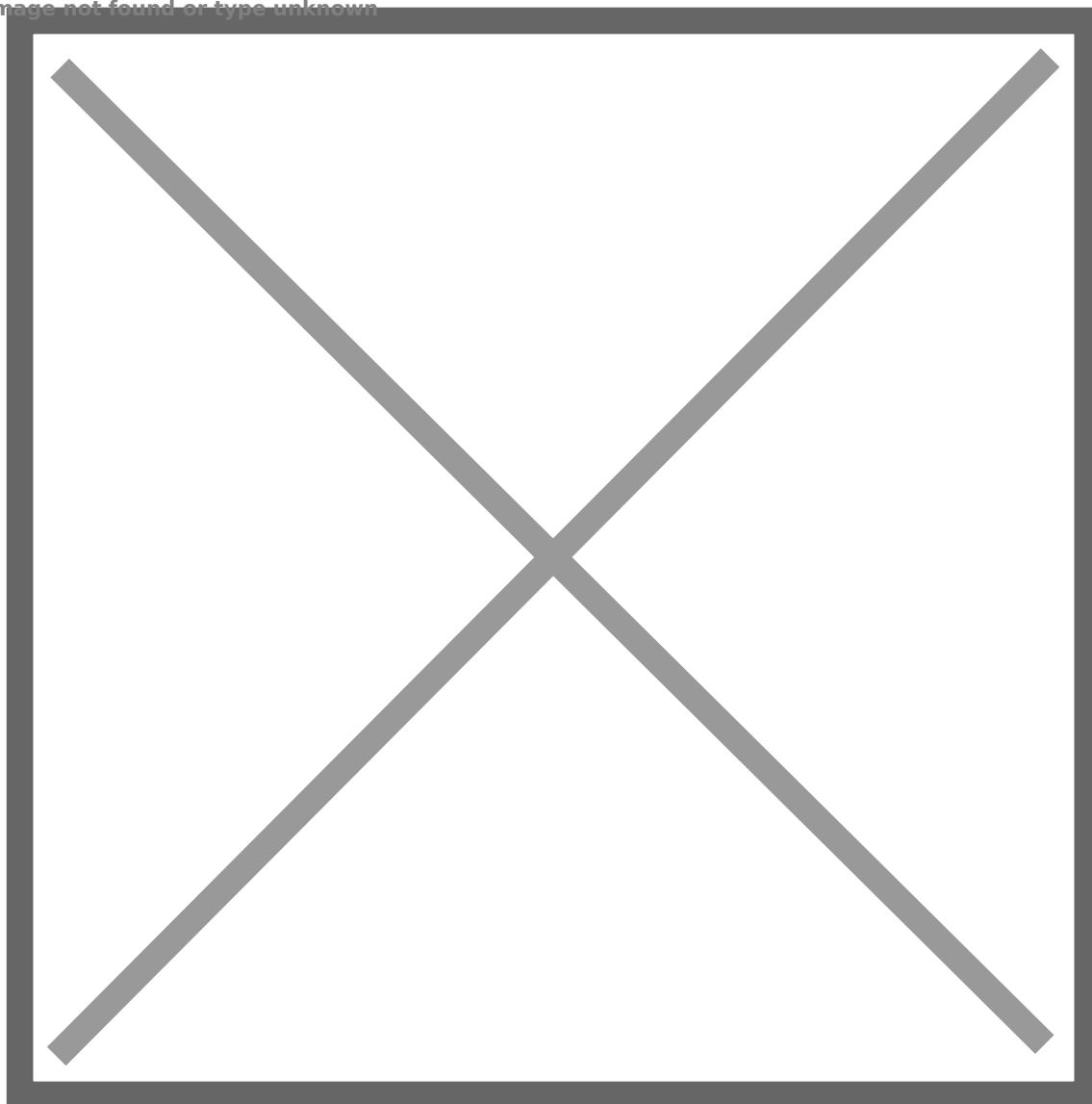
## Introduction

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

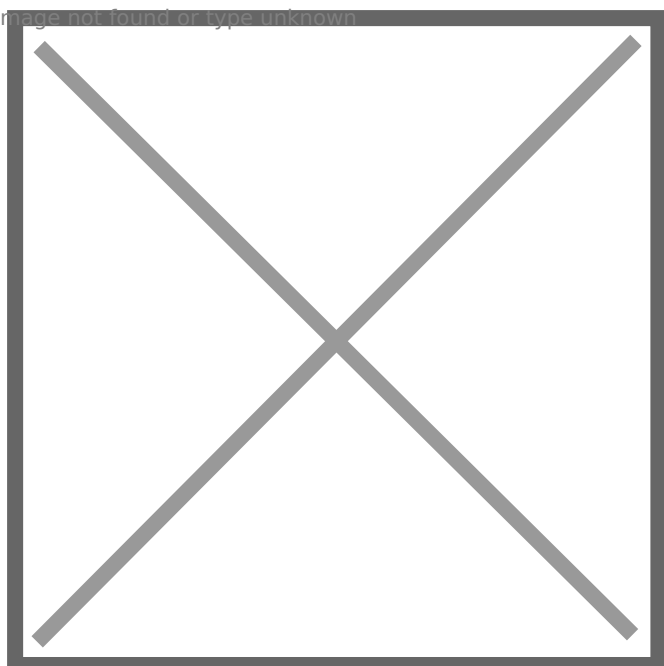
- 1** - To install the printers it is necessary to download the drivers [here](#).
- 2**- Run the client-local-install.exe installer located in the “drivers \ client \ win” folder in the ZIP file.

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**3-** Enter your DEEC credentials.

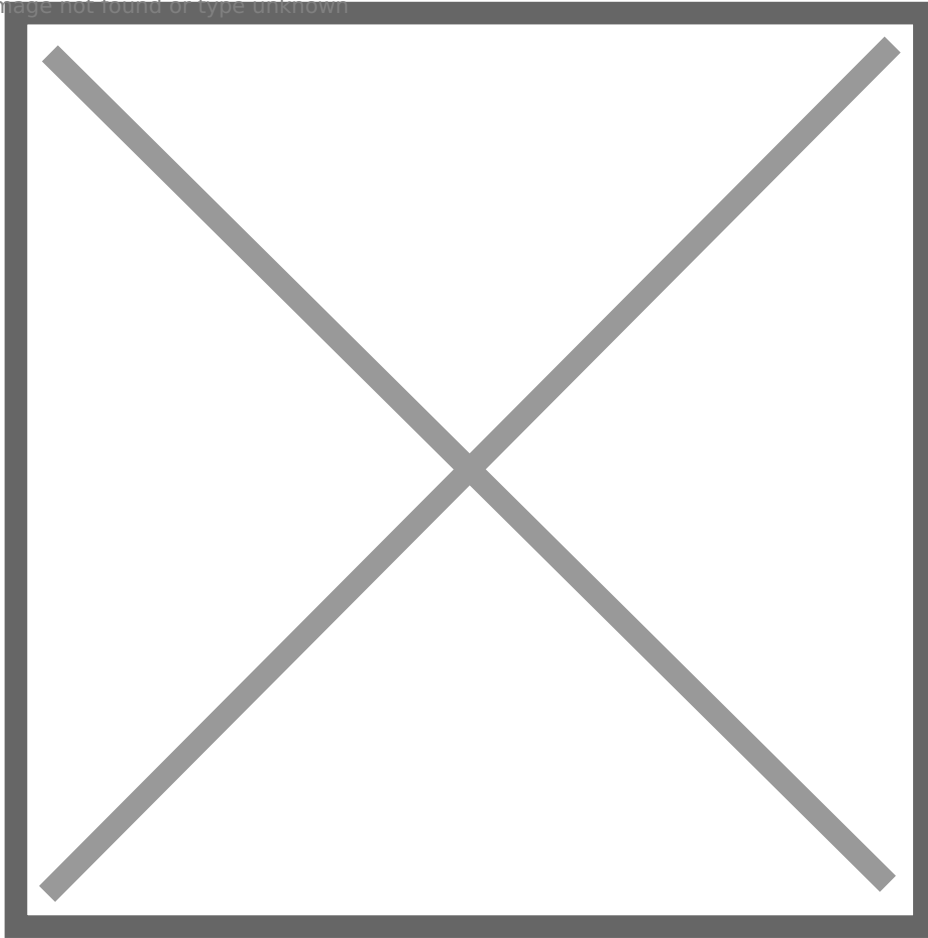
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**4-** Subsequently, access the Control Panel, option “View devices and printers” and select the option “Add new printer”.

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

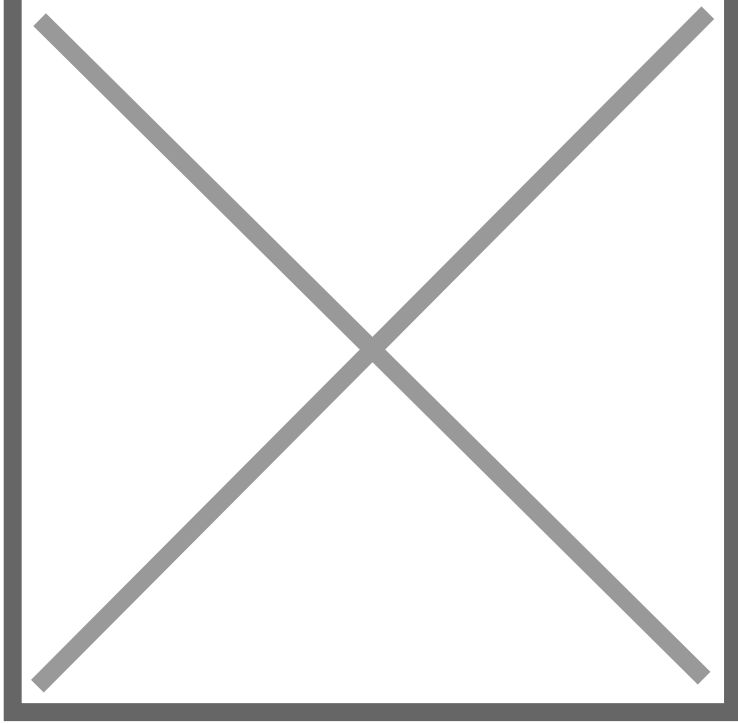
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**6-** Then select the option "Select a printer shared by name" and enter the address of the printer you want to install:

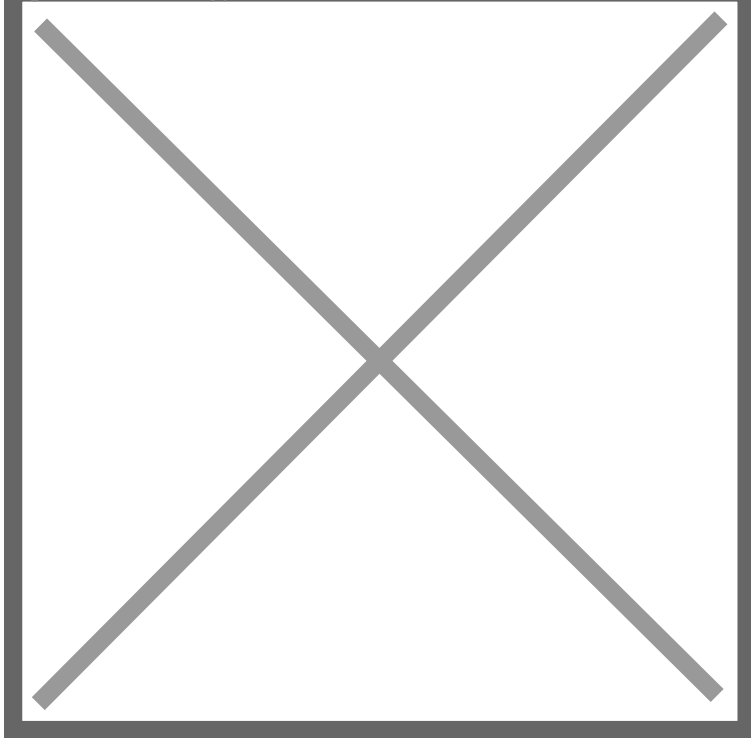
- Color printer in the locker room: <http://print.deec.uc.pt:631/printers/CacifosColor>
- Black and white printer from the locker room:  
<http://print.deec.uc.pt:631/printers/CacifosGrayscale>
- Color printer in 3A4: <http://print.deec.uc.pt:631/printers/gab-3a4>

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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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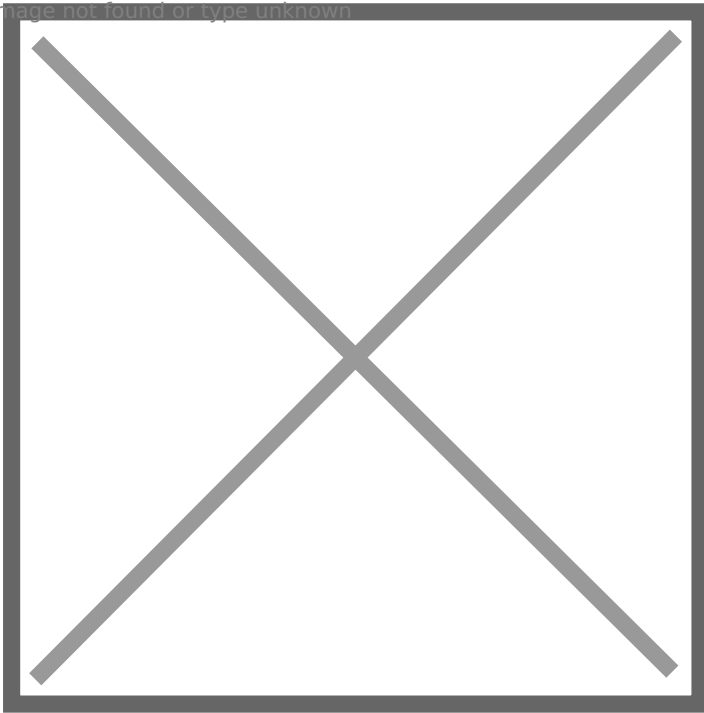
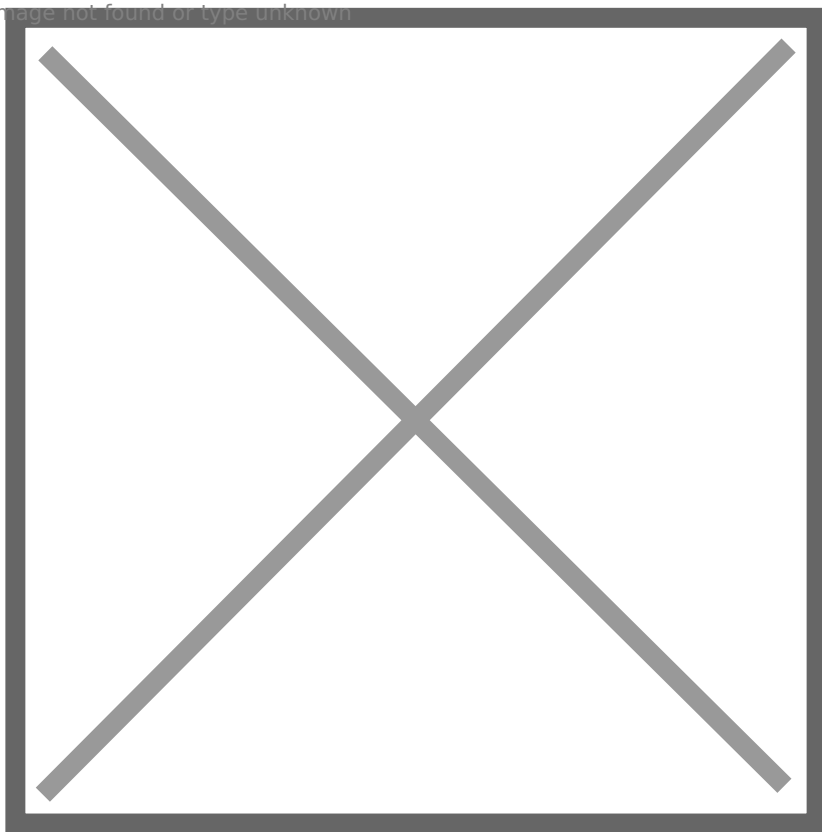


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The printer is now successfully installed.

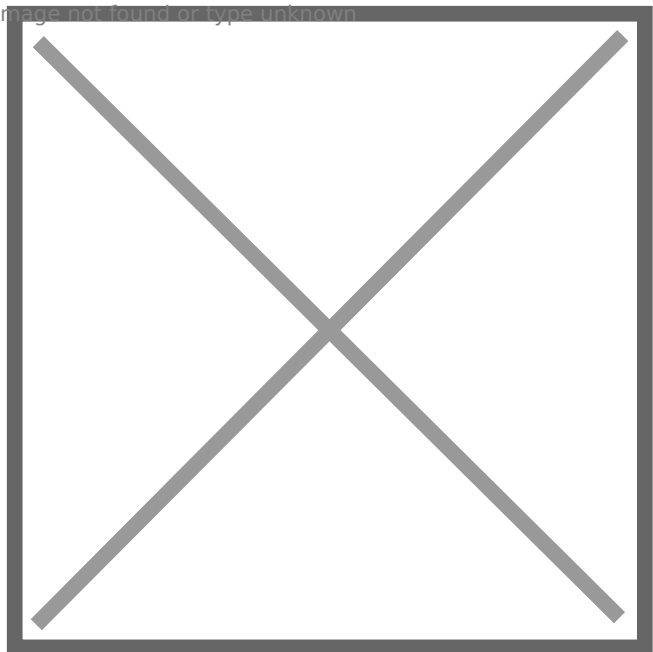
Default duplex printing

To perform default duplex printing, the following steps are required:

**1** - Access the control panel.

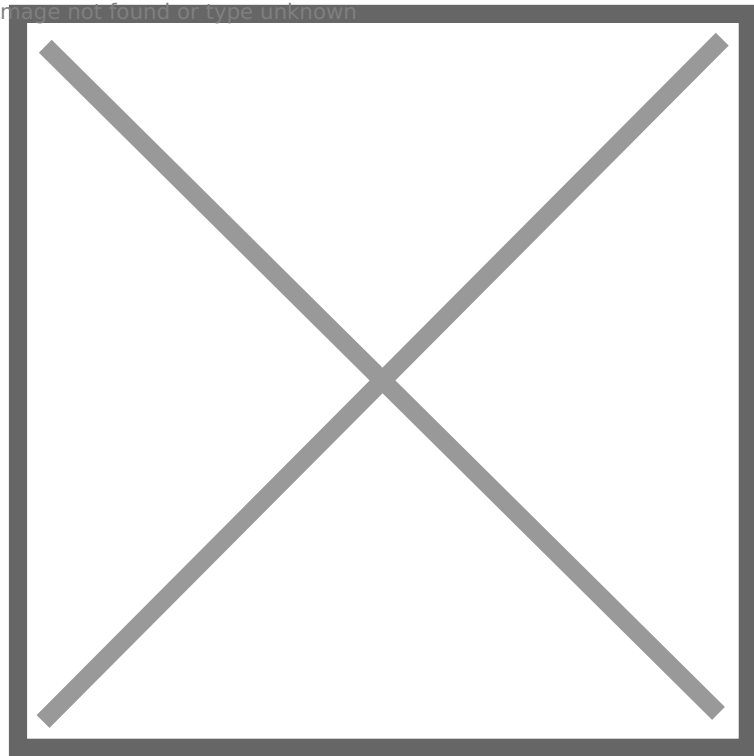
**2** - With the right mouse button on the desired printer, select the option "Printing preferences".

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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.

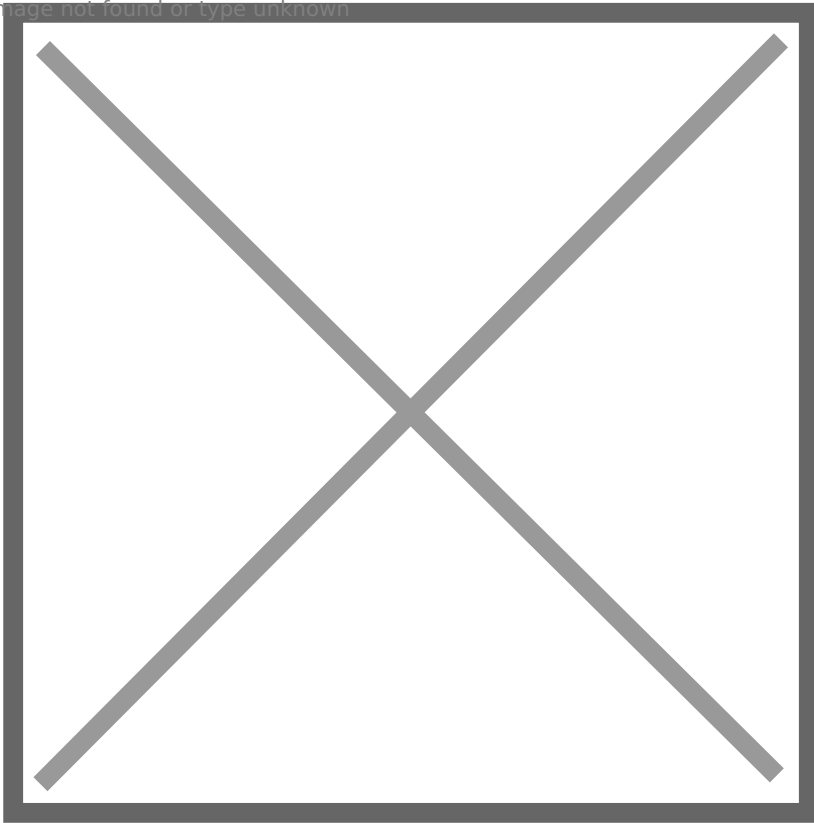
- **Linux**

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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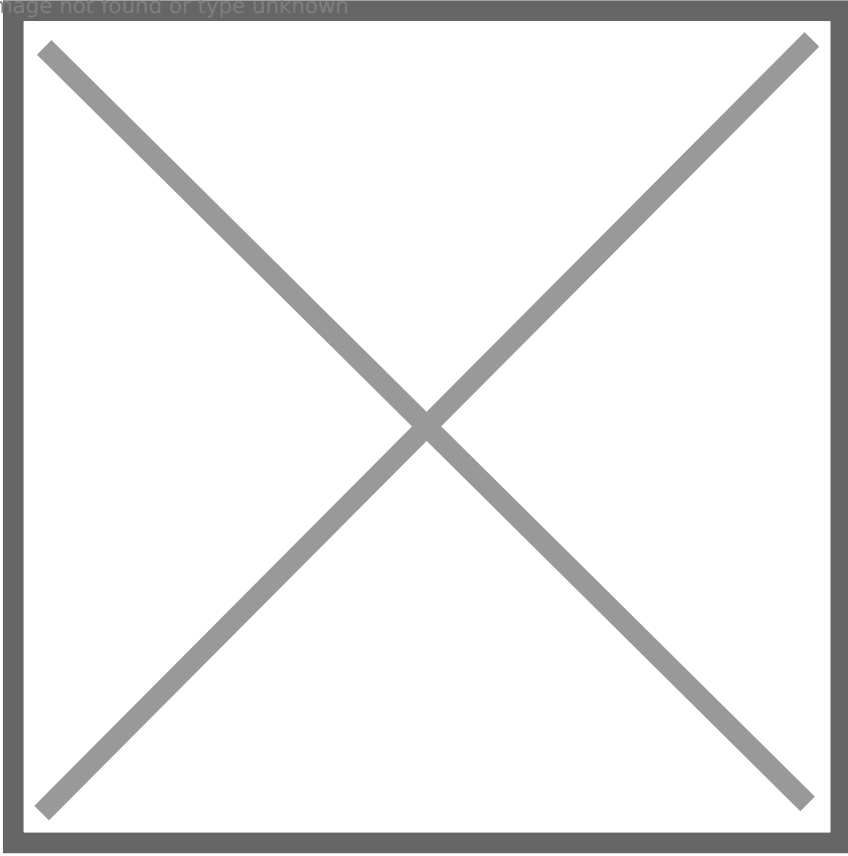


- **Mac OS X**

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

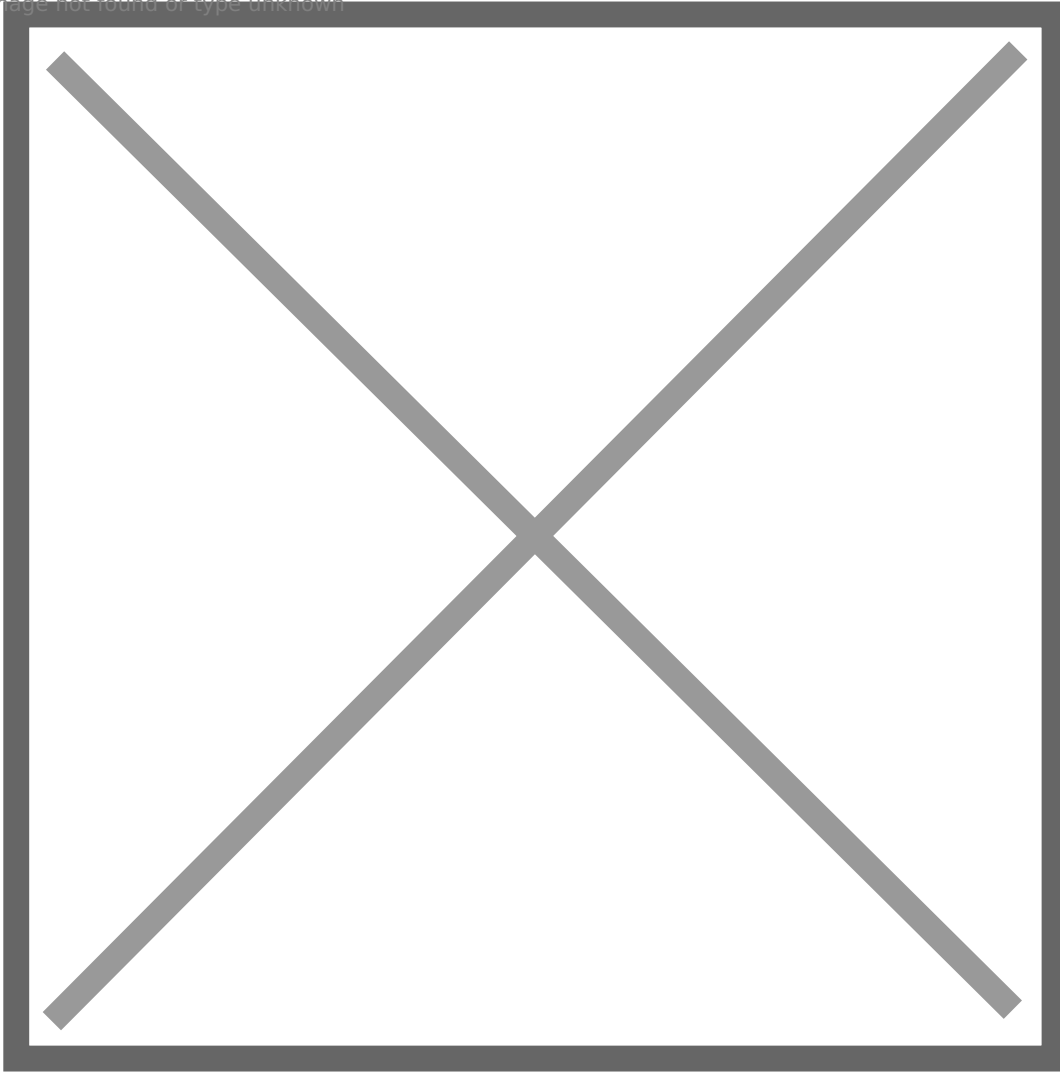
If you see the error “can’t be opened because it is from an unidentified developer.”, Go to System Preferences > Security & Privacy and under “Allow applications downloaded from:”, select “Anywhere”.

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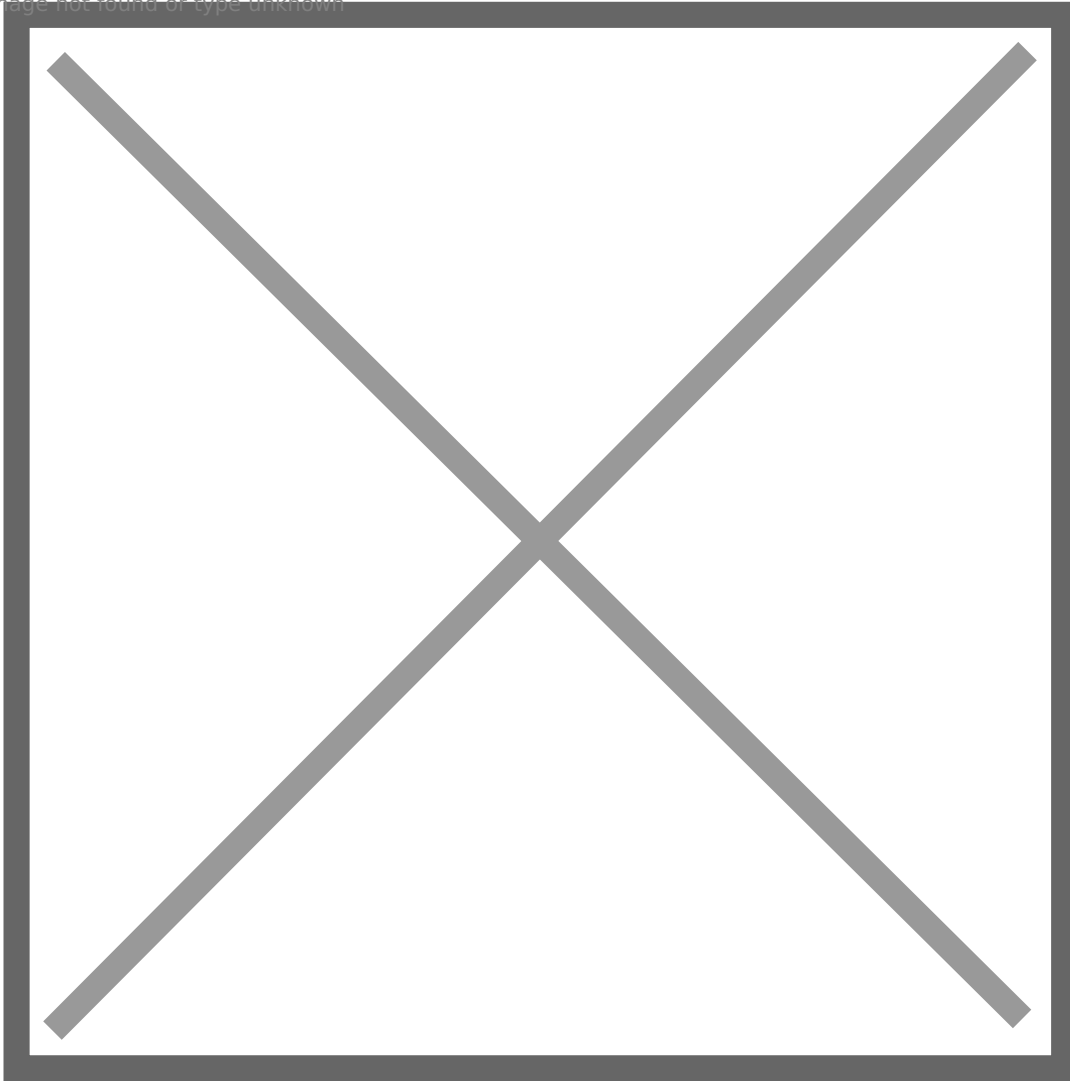
For the PaperCut client to start automatically with the operating system, it is necessary to go to System Preferences> Users & Groups and in “Login Items”, and add PCClient to the list (click on the “+”).

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After installation, enter your DEEC credentials.

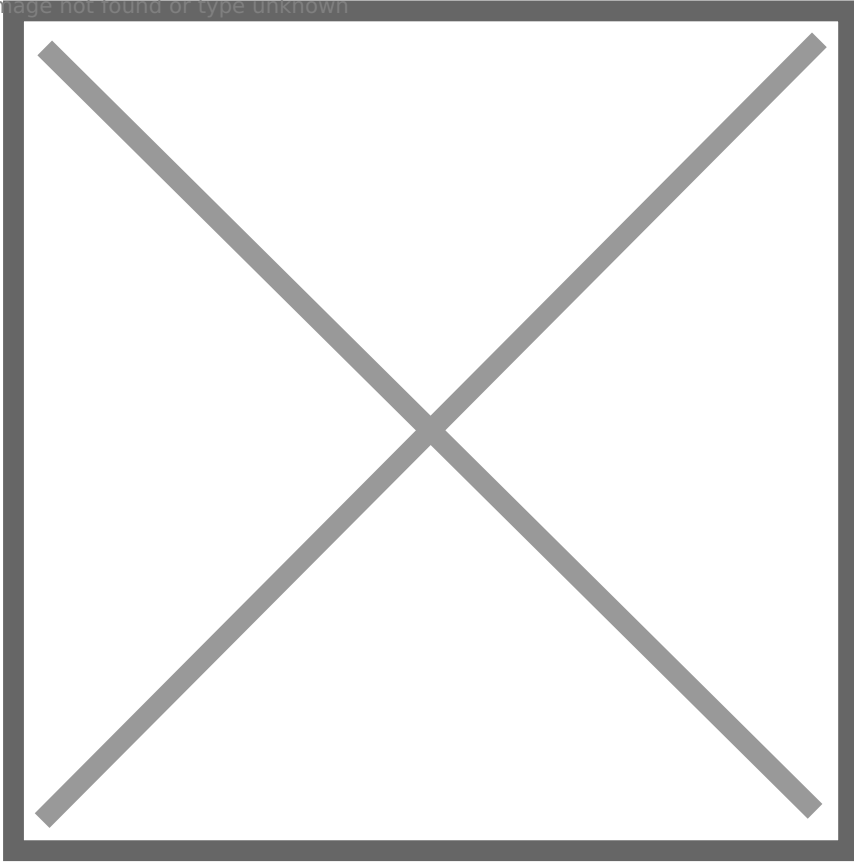
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# Installing the printer

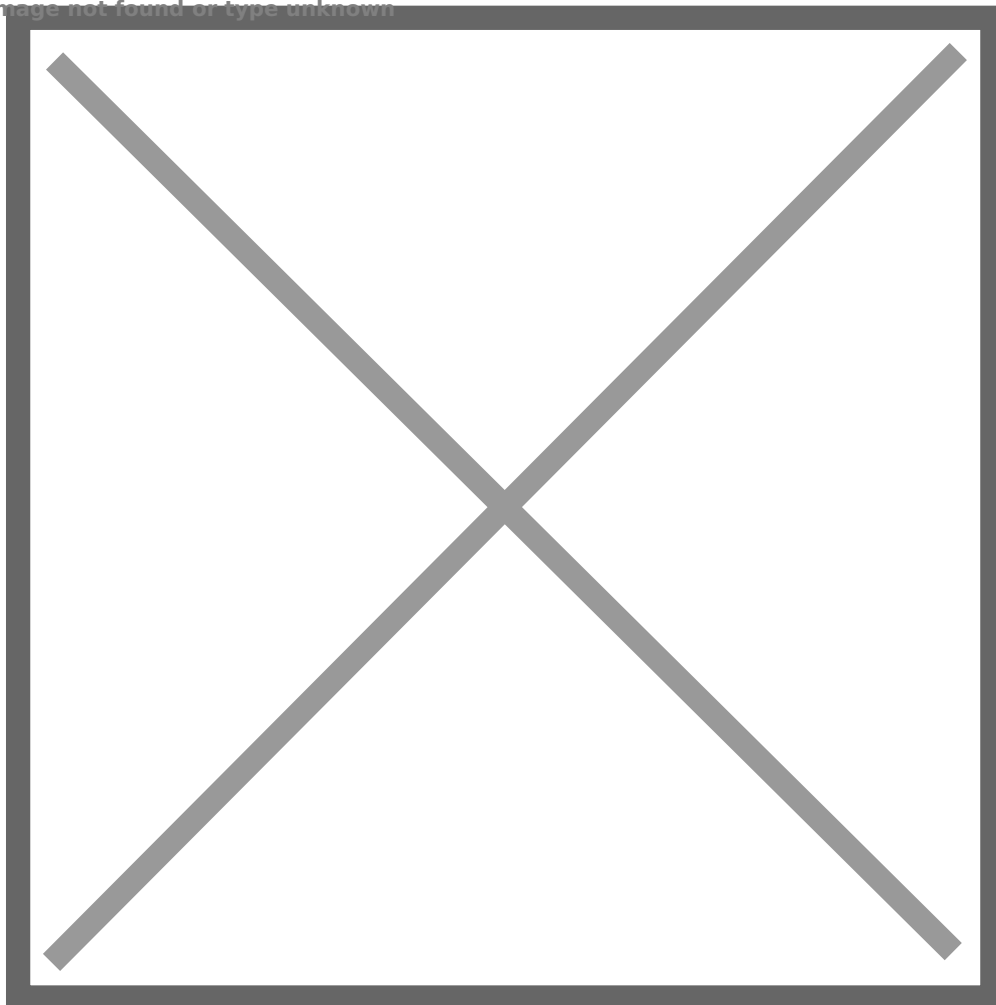
**1-** Open the Terminal and run the command “`sudo cupsctl WebInterface = yes`”:

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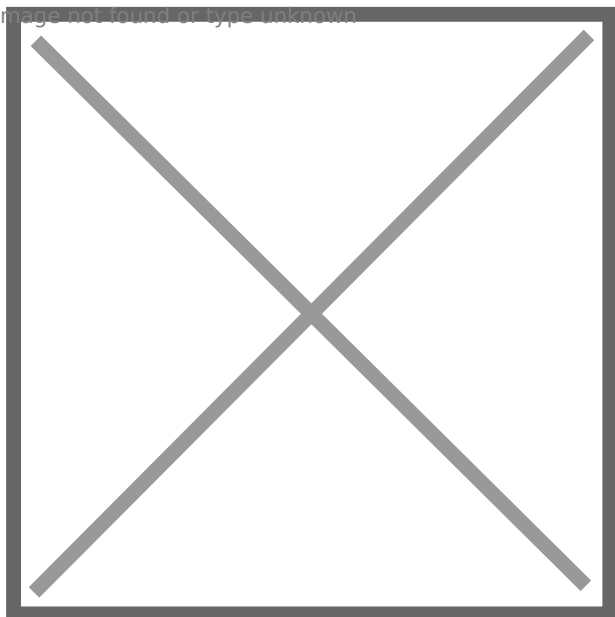
**2-** Through the browser access the address: [http: // localhost: 631 /](http://localhost:631/). Go to the “Administration” tab and “click on Add Printer”.

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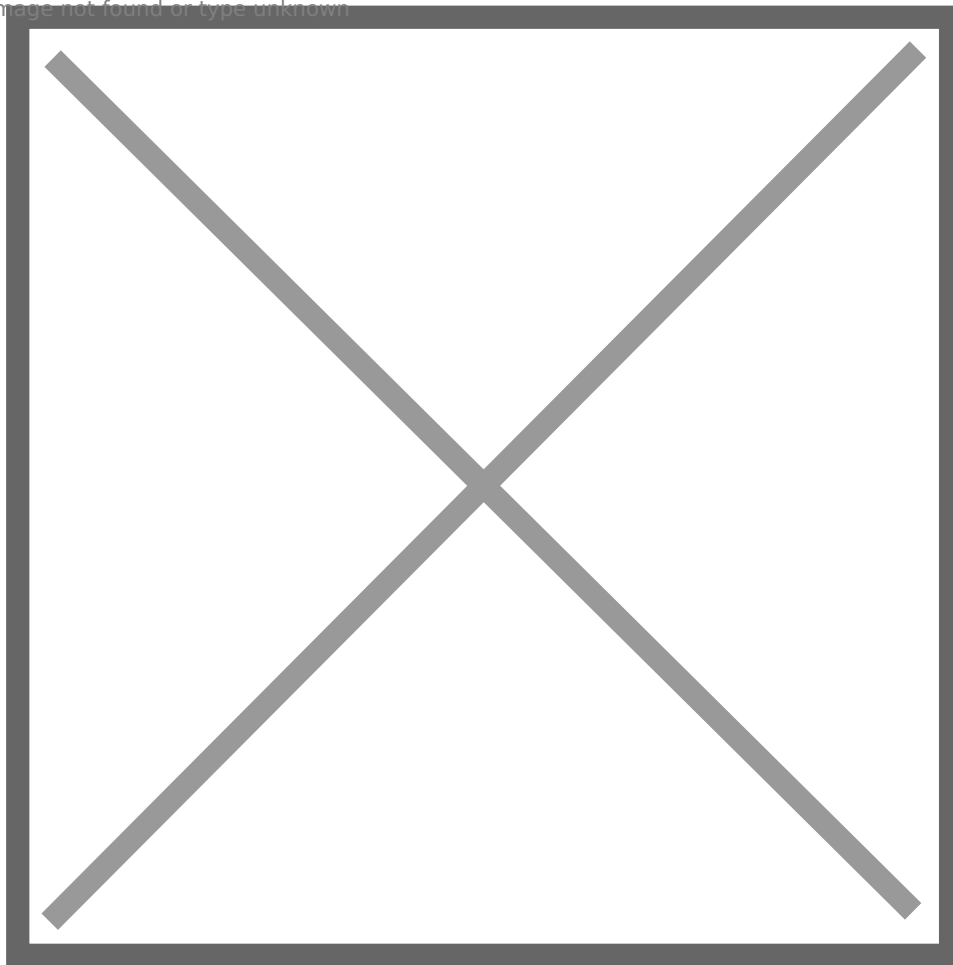
**3-** Enter your Mac's credentials.

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**4-** Select "Internet Printing Protocol (https)".

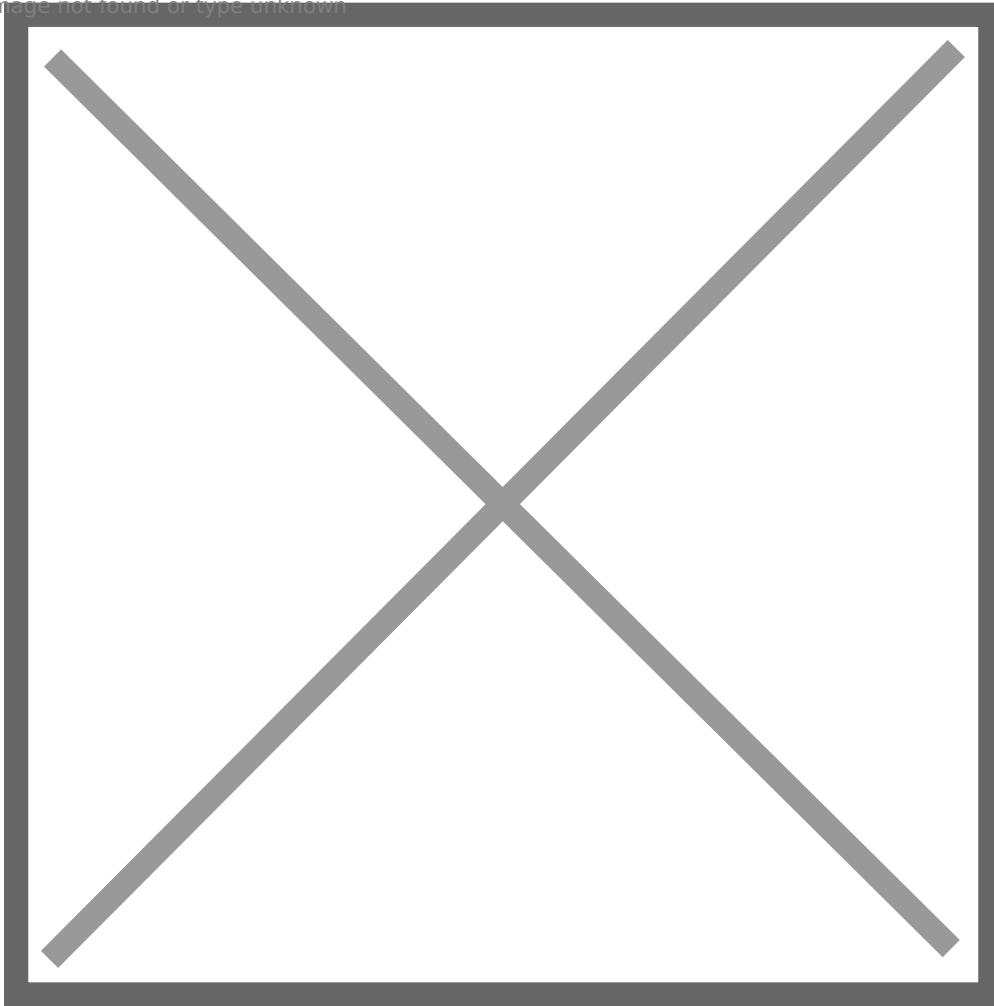
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**5-** In the "Connection" field, enter the address of the printer you want to install:

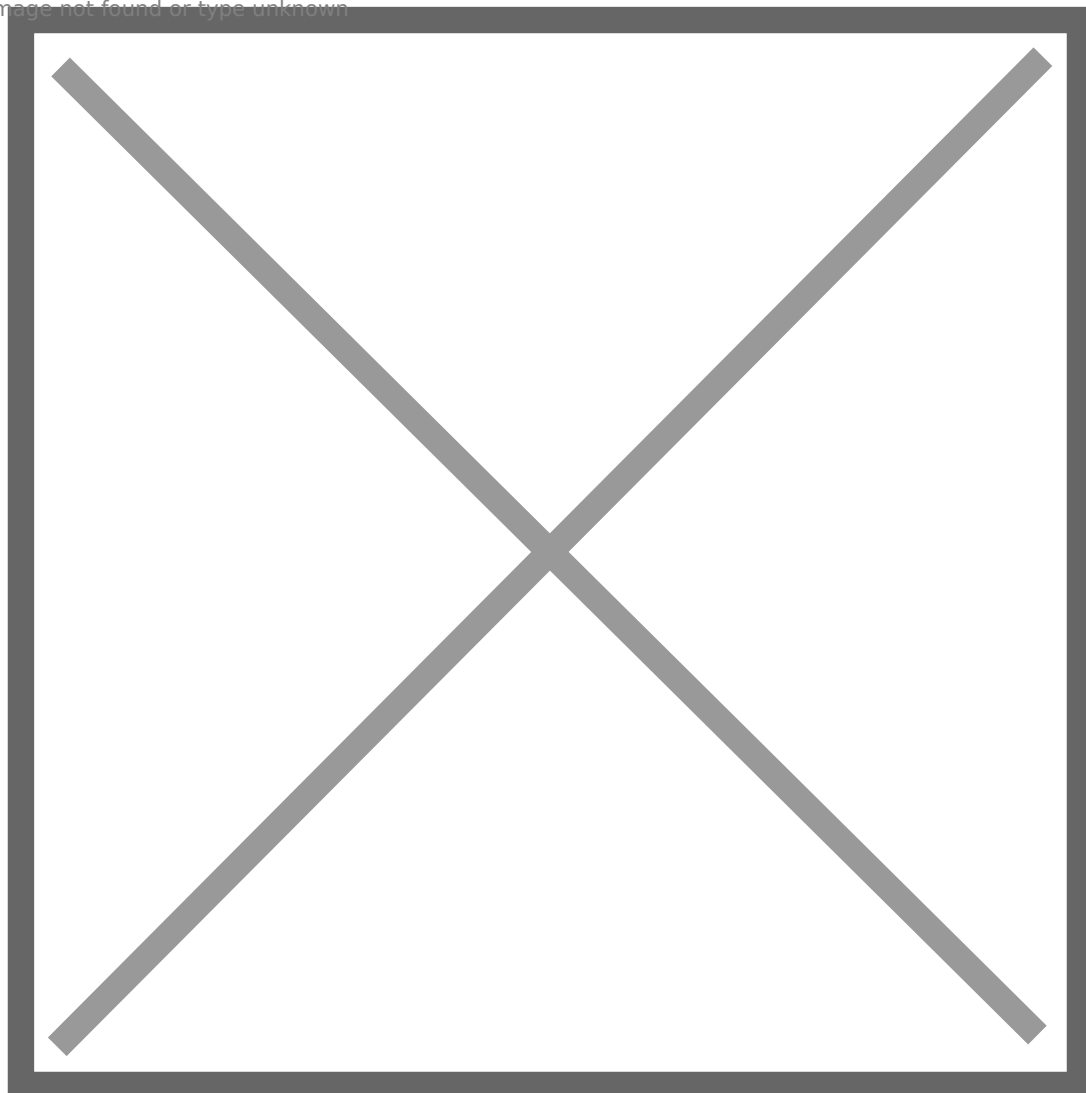
- Color printer in the locker : <http://print.deec.uc.pt:631/printers/CacifosColor>
- Black and white printer from the locker room:  
<http://print.deec.uc.pt:631/printers/CacifosGrayscale>
- Color printer in 3A4: <http://print.deec.uc.pt:631/printers/gab-3a4>

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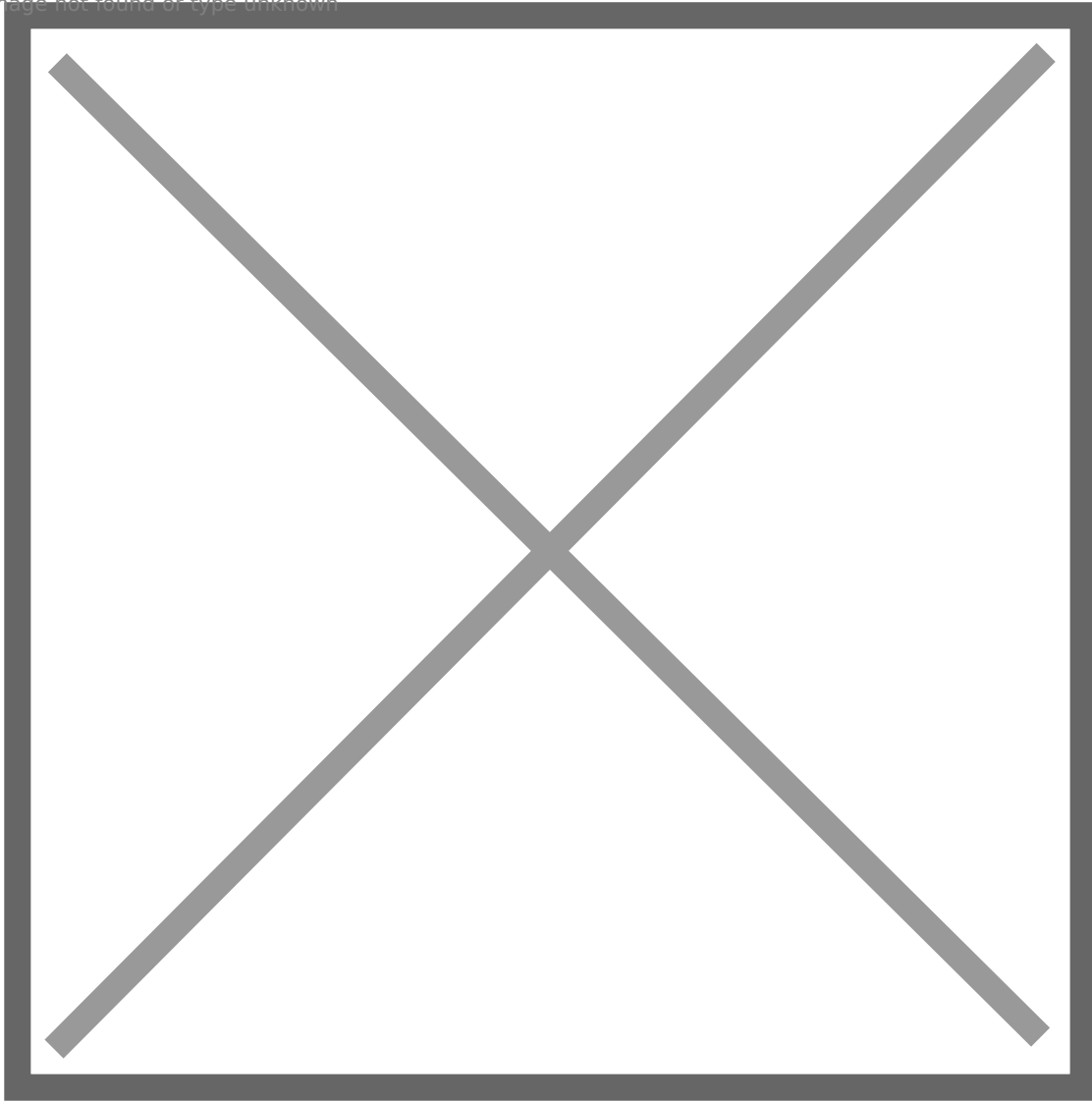
**6-** Fill in the following fields:

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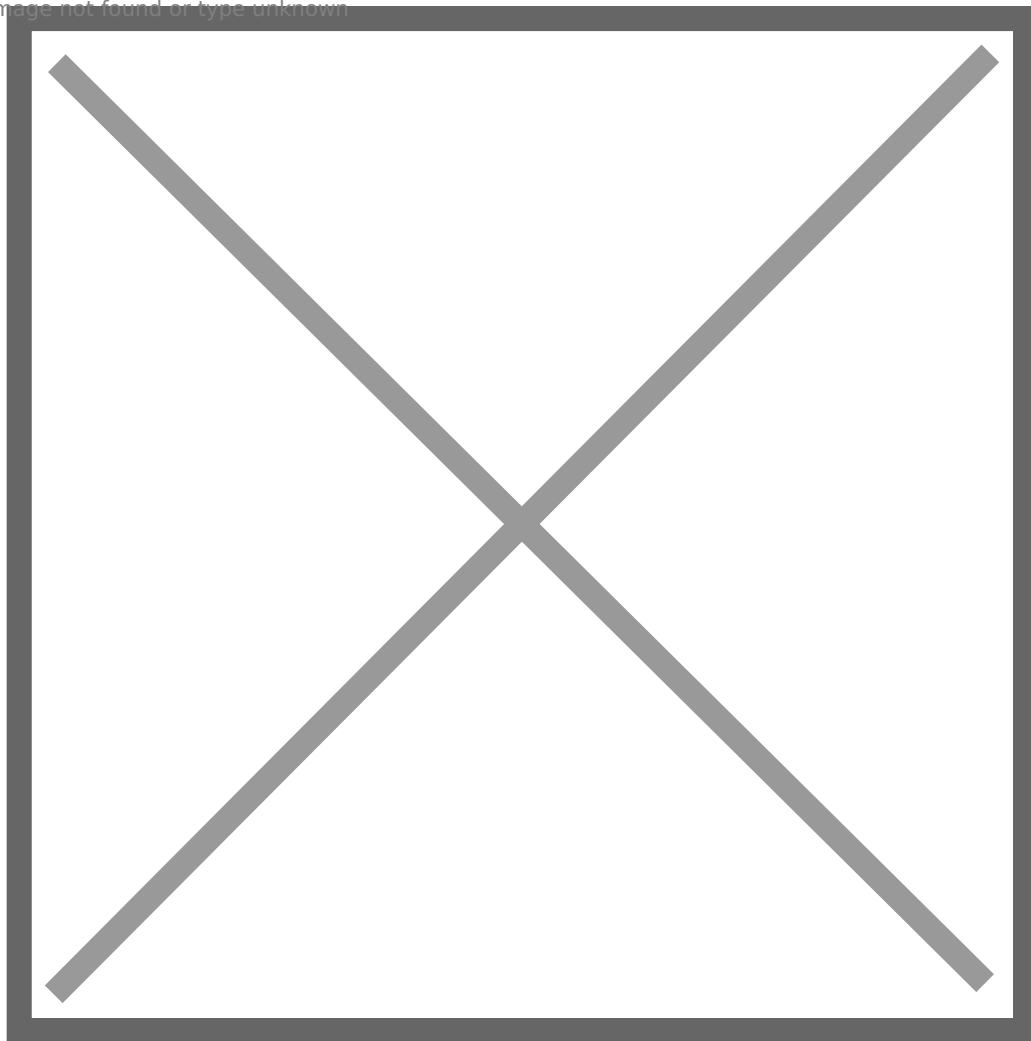
**7-** Select in the Make field select the option Generic and then select the driver “Generic PostScript Printer (en)”:

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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.

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

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