

Knowledgebase > Print > Windows: How to print to the new Ricoh printers in EOSM and ESB

Windows: How to print to the new Ricoh printers in EOSM and ESB

Vincent Wu - 2025-04-30 - Print

There are a few ways to connect to the new printers

WebPrint: WebPrint allows you to connect quickly and is great for small jobs. It does not require you to install any drivers. Please see the bottom of the page for instructions.

Complete Install: In order to use all the functions of the printer, such as stapling and hole punching, you will need to install a few things. Please follow the instructions below.

Main Office Windows desktops already have **Complete install** skip to step 11.

- If you are on Wi-Fi, please have your device connected to the <u>UBC VPN</u> or <u>EOS VPN</u>. If you are connected via wired Ethernet, please continue to the next step.
- 2. From the search box, enter "manage windows credentials" and open it as shown below.

	← All Apps Documents Settings	Folders Photos
the south	Best match	
Contraction of the second	Manage Windows Credentials Control panel	
Willian and		Manage Windows Credentials Control panel
		🖸 Open
1 Maria		
	Q manage windows credentia	

3. Click on 'Add a Windows credential'

Credential Manager				—		×
$\leftarrow \rightarrow \checkmark \uparrow$	Control Panel > User Accounts > Credential Manager		~ C	Search Control Panel	ر	ρ
Control Panel Home	Manage your credentials View and delete your saved logon information for we	bsites, connected applications and networks.				?
	Web Credentials	Windows Credentials				
	Back up Credentials <u>R</u> estore Credentials					
	Windows Credentials	Add a Windows credential	ו			
		<u> </u>				
		~				
		~				
		~				
		~				
		~ ~				
	Certificate-Based Credentials	Add a certificate-based credential				
See also	No certificates.					
User Accounts	Generic Credentials	Add a generic credential				

Fill in the address with: \\papercut.eoas.ubc.ca
User name: eoas\username
Password: Your EOAS password
Click 'OK' to save.

Add a Windows Credential				-	o ×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare \rightarrow Control Panel \rightarrow L	User Accounts > Credential Manager	> Add a Windows Credential	~ C	Search Control Panel	Q
T) M In (e Us Pa	ype the address of the website lake sure that the user name and passwo ternet or network address sg. myserver, server.company.com): ser name:	or network location and your cre ord that you type can be used to access the l \papercut.eoas.ubc.ca toas\username EOAS Password	dentials location.		
			<u>Q</u> K Ca <u>n</u> cel		

5. Now, enter \\papercut.eoas.ubc.ca from the search box on the taskbar and open it.

C. MERCON				ALT
	CAIL Apps Documents	Settings Folders	Photos	
the sector	Best match			1 Style
Mar Alexa	Kun command			Constant of the
When a			\\papercut.eoas.ubc.ca Run command	Land
		3	Open	
	\\nanercut eoas ubc ca			

6. Double-click on **Findme** to install the printer. Installing the Findme printer will allow you to release your print jobs at either printer. If the installation is successful, the printer queue should pop up afterwards.



- 8. The PaperCut client is the next component that needs installation.
- 9. From the location of Findme in step 6, navigate to the PCClient folder, then to the win folder, and run the client-local-install executable to install the PaperCut client.

win		× +					- 0
\rightarrow \uparrow	С	🖵 > Network > papercut.	eoas.ubc.ca > PCClien	t > win >		Search win	
New - 🔏	Q	î @ ¢ î ∿	Sort ~ 🔳 View ~				D Prev
Documents	*	Name	Date modified	Туре	Size		
Pictures	*	api-ms-win-crt-runtime-I1-1-0.dll	2024-03-05 11:08 PM	Application exten	20 KB		
Music	*	api-ms-win-crt-stdio-I1-1-0.dll	2024-03-05 11:08 PM	Application exten	21 KB		
Videos		🗟 api-ms-win-crt-string-I1-1-0.dll	2024-03-05 11:08 PM	Application exten	21 KB		
		🗟 api-ms-win-crt-time-I1-1-0.dll	2024-03-05 11:08 PM	Application exten	18 KB		
		api-ms-win-crt-utility-I1-1-0.dll	2024-03-05 11:08 PM	Application exten	16 KB		
		🗐 client-local-install.exe	2024-03-05 11:08 PM	Application	572 KB		
		config.original	2024-04-15 1:39 PM	ORIGINAL File	9 KB		
		Config.properties	2024-05-07 10:29 AM	PROPERTIES File	9 KB	No p	review available.
0.0		config.properties.tmpl	2024-04-15 1:39 PM	TMPL File	9 KB		
OneDrive		imsvcp120.dll	2024-03-05 11:07 PM	Application exten	645 KB		
This PC		🚯 msvcp140.dll	2024-03-05 11:08 PM	Application exten	615 KB		
		🗟 msvcr100.dll	2024-03-05 11:07 PM	Application exten	756 KB		
		S msvcr120.dll	2024-03-05 11:07 PM	Application exten	941 KB		
	_1	pc-client.exe	2024-03-05 11:07 PM	Application	548 KB		
Network		D pc-client.lap	2024-03-05 11:07 PM	LAP File	1 KB		
\Lambda Linux		pc-client-admin-deploy.msi	2024-03-05 11:08 PM	Windows Installer	228 KB		

- 10. Follow the steps of the installer.
- 11. The PaperCut client will launch after you click 'Finish' from the installer. Login with your **EOAS username and password**.

Login	
P Login You	r EOAS login credentials are required for printer access.
Username:	
Password:	
Remember:	For next 15 minutes
	For next 15 minutes
	For next 60 minutes
	Always

- 12. When you print your document, select the **Findme** printer. The Findme printer will allow you to release your print jobs at either printer, then click print.
- 13. The Papercut client may ask for your **EOAS credentials** once again.
- 14. After authenticating, you will be presented with a screen detailing the amount of pages, cost, colour/black and white, and speedchart/worktag that will be charged.

Print Job N	lotifica	tion				×	
	t Job I onfirm	Notification the print and sel	ect the p	rint a	ction		
Print job details						_	
Document name	Micros	oft Word - Documer	nt1				
Printer	paper	papercut\Findme					
Pages	1 (Gr	ayscale)		Cost	\$0.06		
Print job actions Charge to S	peedd	nart/Worktag					
Account COMP/PM005081\Comp Staff						~	
Apply to all d	locumer	nts in queue (Jobs:	1)		Print Cance	•	

- 15. Change the speedchart/worktag if necessary from the dropdown menu.
- 16. Click Print.
- 17. Go to the printer you wish to release the job.
- 18. <u>Click here to continue for instructions at the printer.</u>

Web Print

- If you are on Wi-Fi, please have your device connected to the <u>UBC VPN</u> or <u>EOS VPN</u>. If you are connected via wired Ethernet, please continue to the next step.
- Head to <u>https://papercut.eoas.ubc.ca:9192/</u> and login with your **EOAS username and password**. It is also accessible under 'Log In' on the department website



- 3. Go to the **Web Print** tab located on the left.
- 4. Select the amount of copies and the account you want your job to be charged to.
- 5. Upload your document; see the supported file types below the white box.
- 6. Select Upload & Complete.
- 7. Go to the printer you wish to release the job.
- 8. Click here to continue for instructions at the printer.

Limitations:

- No choice of selecting which pages to print
- No choice of staples, hole punching

Troubleshooting

See FAQs