



[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 - 2025-09-05 - [Print](#)

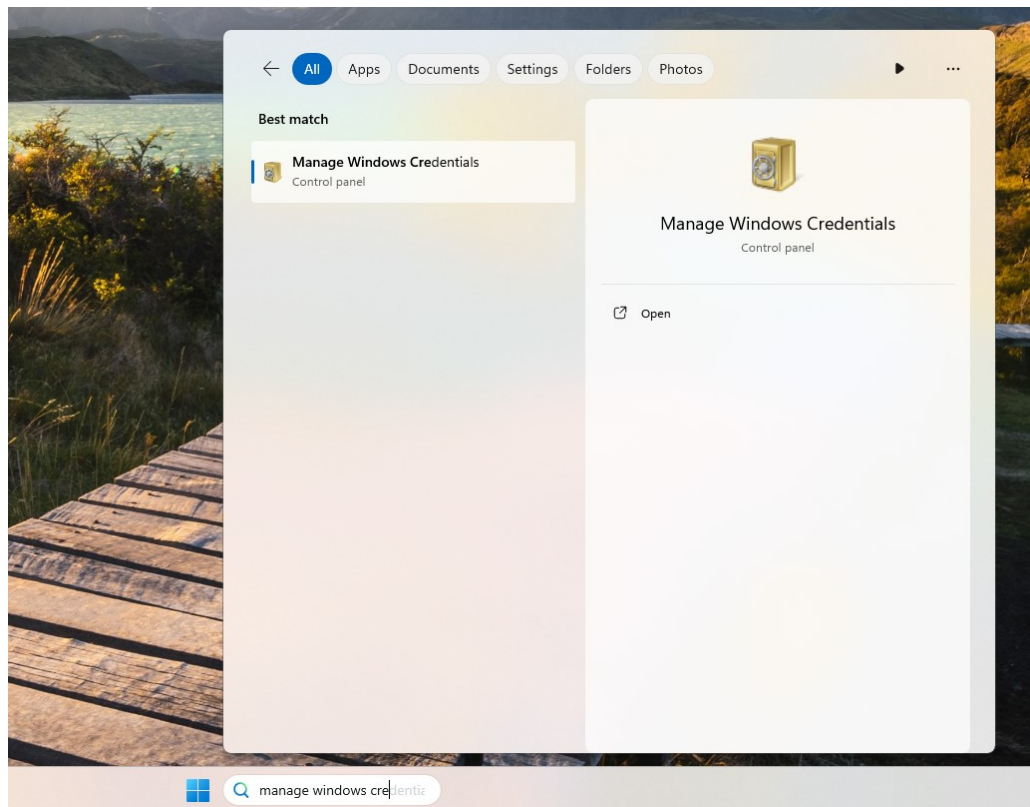
There are a few ways to connect to the new printers

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.

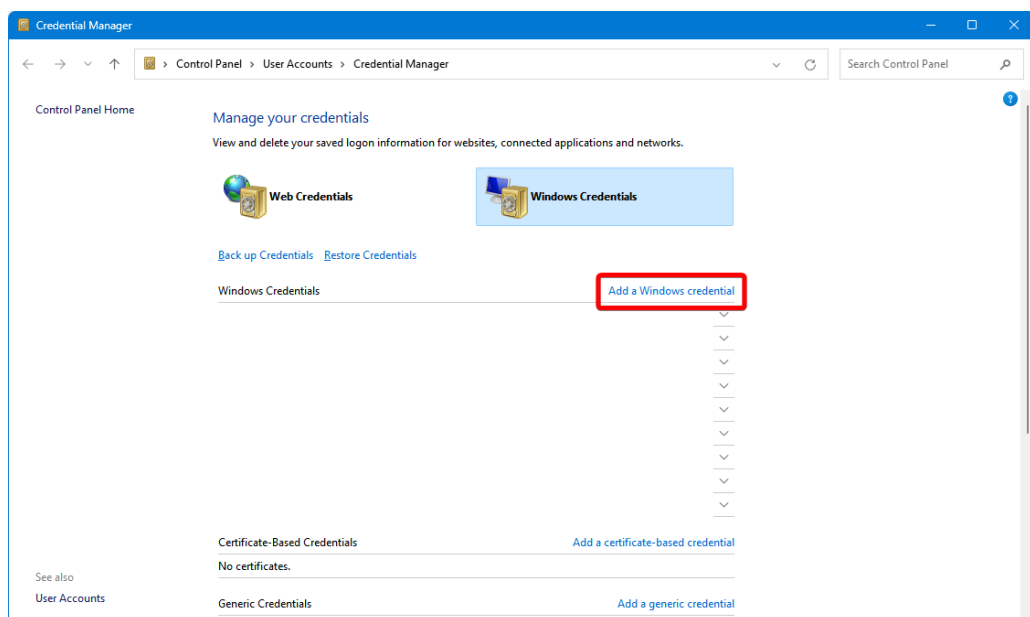
Complete Install: In order to use all the functions of the printer, such as stapling and hole punching, you will need to install a few things. Please follow the instructions below.

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

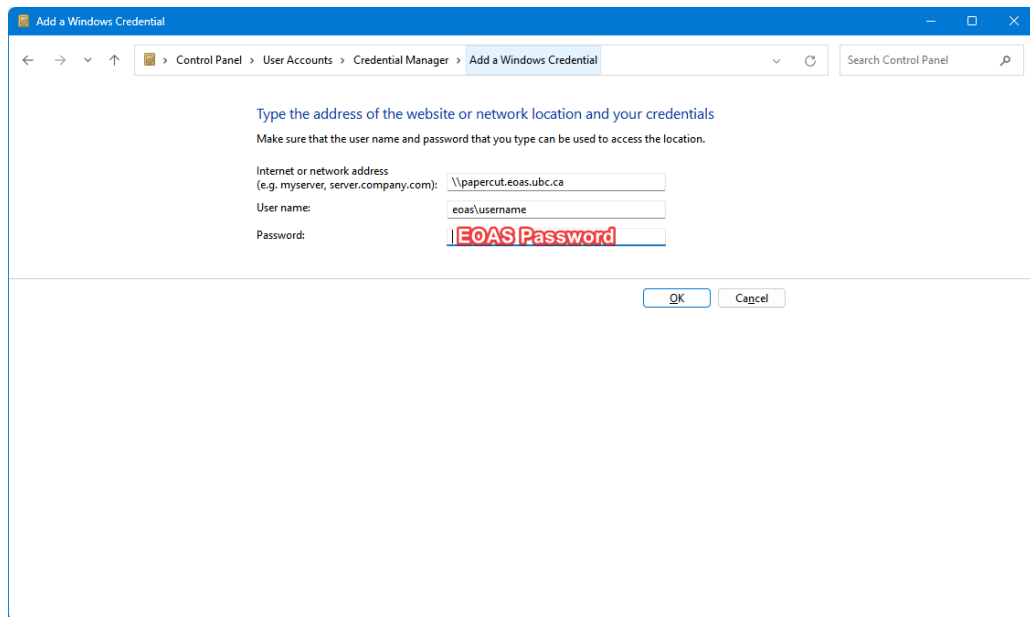
1. If you are on Wi-Fi, please have your device connected to the [UBC VPN](#) or [EOS VPN](#). If you are connected via wired Ethernet, please continue to the next step.
2. From the search box, enter "manage windows credentials" and open it as shown below.



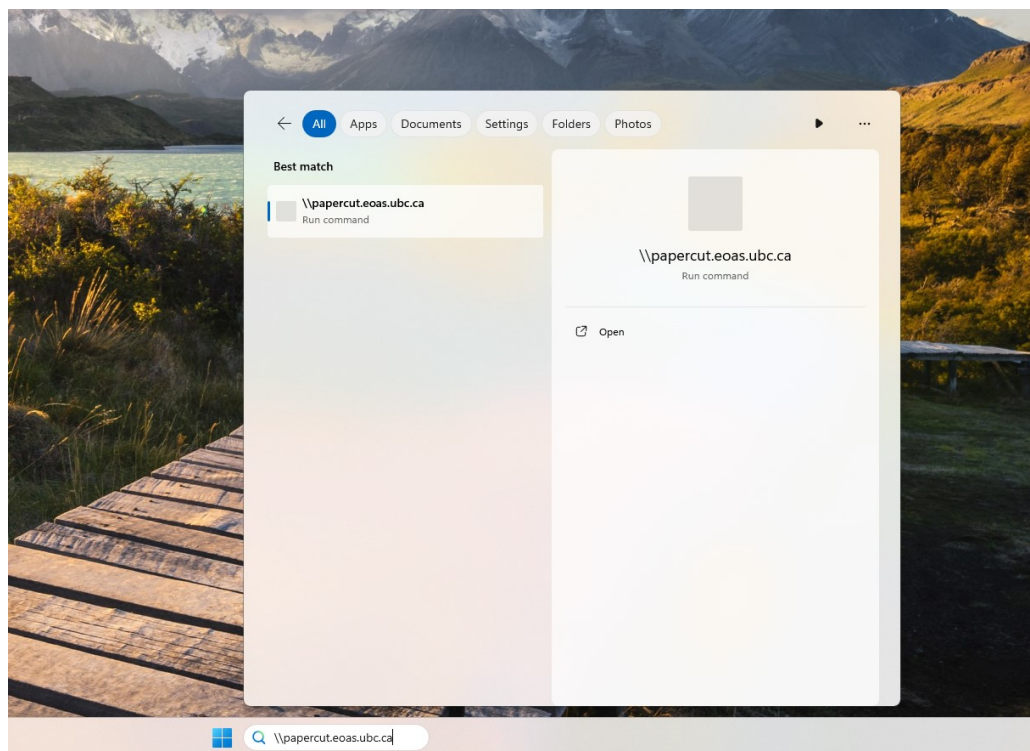
3. Click on 'Add a Windows credential'



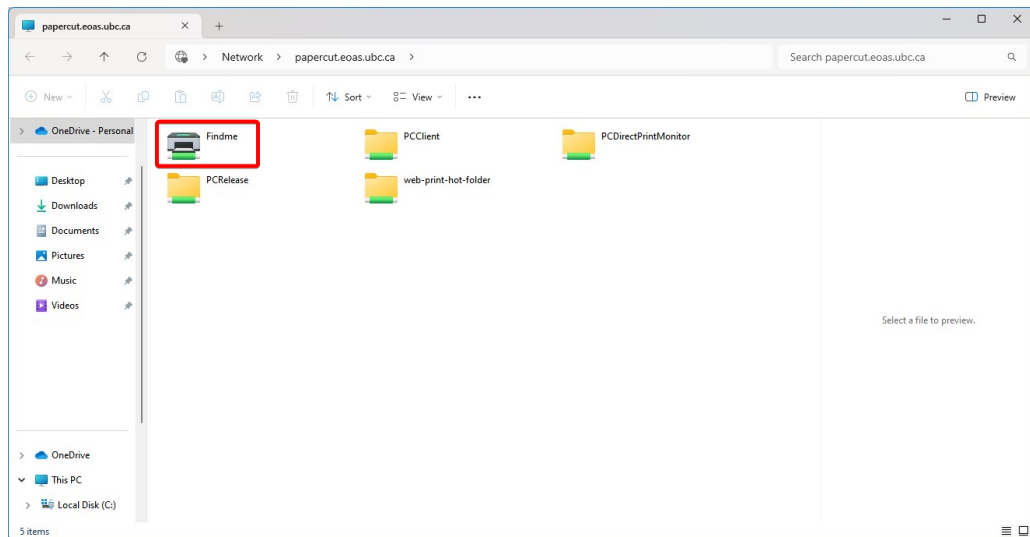
4. Fill in the address with: `\\papercut.eoas.ubc.ca`
User name: **eoas\username**
Password: **Your EOAS password**
Click 'OK' to save.



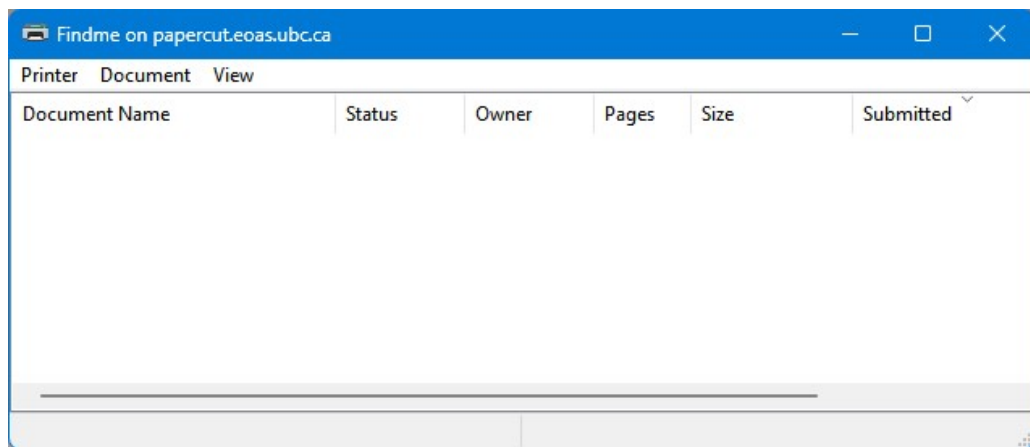
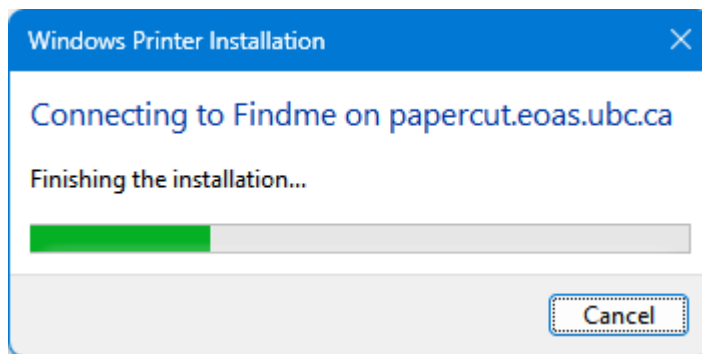
5. Now, enter \\papercut.eoas.ubc.ca from the search box on the taskbar and open it.



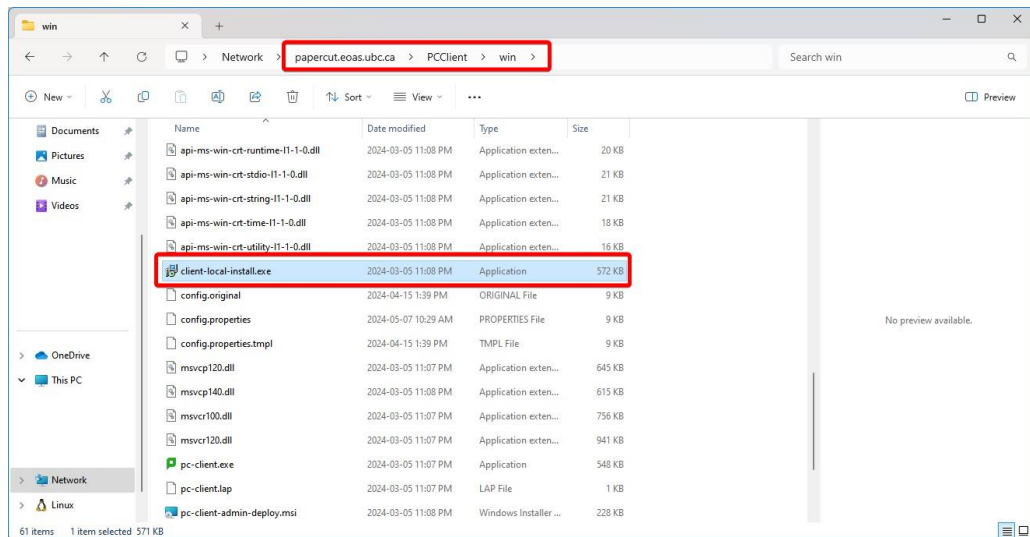
6. Double-click on **Findme** to install the printer. Installing the Findme printer will allow you to release your print jobs at either printer. If the installation is successful, the printer queue should pop up afterwards.



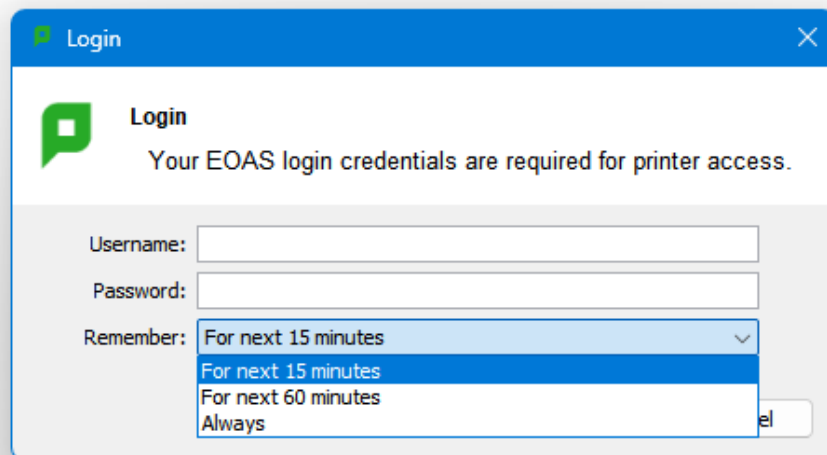
7.



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.

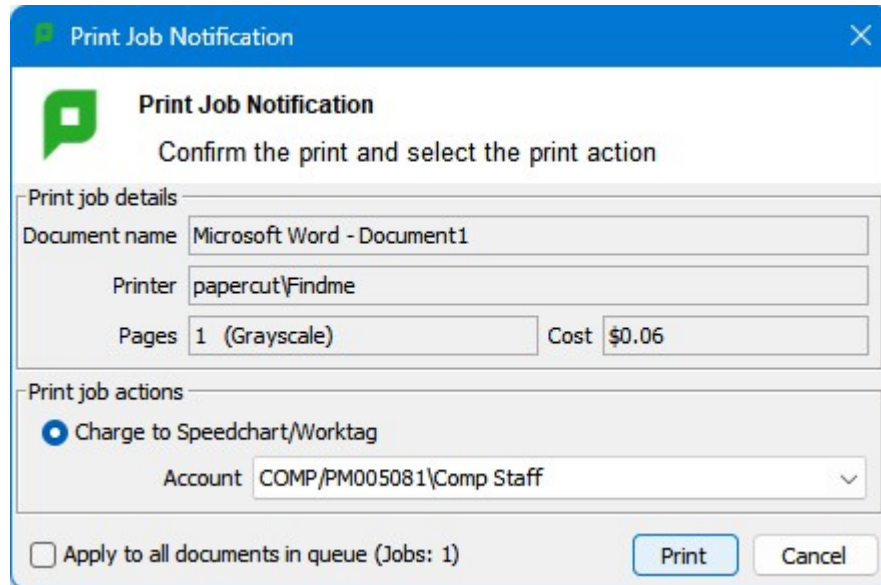


10. Follow the steps of the installer.
11. The PaperCut client will launch after you click 'Finish' from the installer. Login with your **EOAS username and password**.



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.

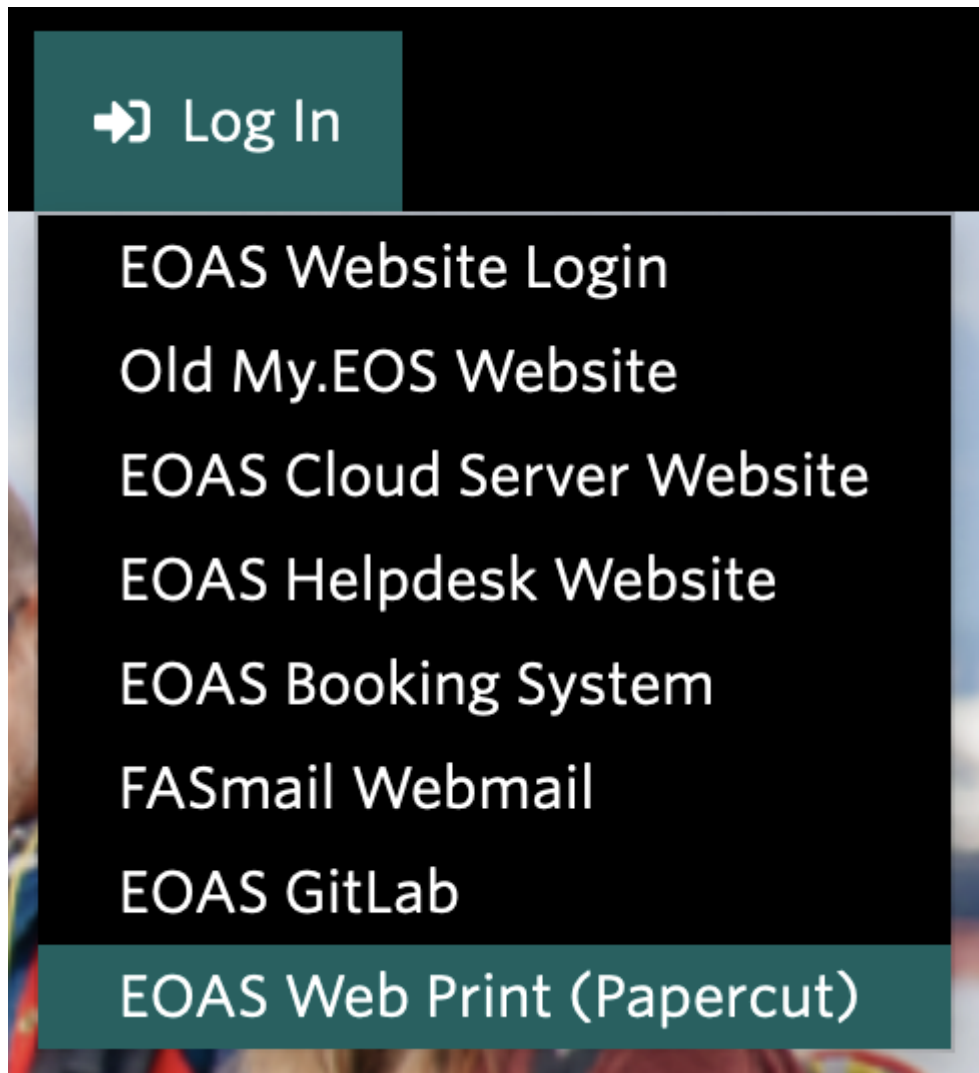


The image shows a 'Print Job Notification' dialog box. It has a blue title bar with a green icon and a close button. The main area has a green icon and the text 'Print Job Notification' and 'Confirm the print and select the print action'. Below this are two sections: 'Print job details' and 'Print job actions'. The 'Print job details' section contains three fields: 'Document name' (Microsoft Word - Document1), 'Printer' (papercut\Findme), and 'Pages' (1 (Grayscale)) with a 'Cost' field (\$0.06). The 'Print job actions' section contains a radio button for 'Charge to Speedchart/Worktag' (which is selected) and a dropdown menu for 'Account' (COMP/PM005081\Comp Staff). At the bottom, there is a checkbox for 'Apply to all documents in queue (Jobs: 1)' and two buttons: 'Print' and 'Cancel'.

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. [Click here to continue for instructions at the printer.](#)

Web Print

1. If you are on Wi-Fi, please have your device connected to the [UBC VPN](#) or [EOS VPN](#). If you are connected via wired Ethernet, please continue to the next step.
2. Head to <https://papercut.eoas.ubc.ca:9192/> 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
- File types allowed: **Microsoft Excel** xlam, xls, xlsb, xlsx, xltm, xltx **Microsoft PowerPoint** pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx **Microsoft Word** doc, docm, docx, dot, dotm, dotx, rtf, txt **PDF** pdf **Picture Files** bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

Troubleshooting

[See FAQs](#)