ACDI
ACADEMY
EST.1994

PaperCut Technical Training

Features · Interactive · Demonstration · Experience · Hands On · Expert

ACDI

PLAN YOUR TRIP

🛬 AIRPORT

Bill and Hillary Clinton
National Airport (LIT)
+1 (501) 372-3439
www.clintonairport.com

✈ AIRLINES

- Allegiant
- American Airlines
- Delta
- Southwest
- United

🚗 TRANSPORTATION

Alamo
(800) 992-9823

AVIS
(501) 376-9151

National
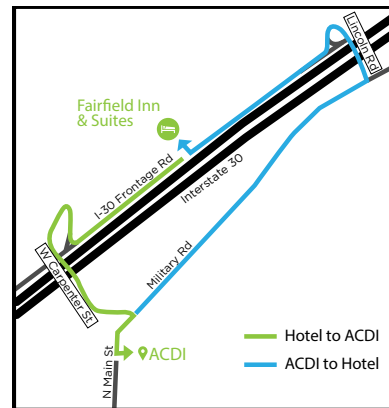(888) 445-5664

enterprise
(501) 537-2880

Please be aware that public transportation | ride-sharing services | taxi services are not available in this area. Securing a rental car is the most efficient way to ensure a seamless experience.

📍 TRAINING LOCATION

ACDI Headquarters
403 N Main St,
Benton, AR 72015
(800) 990-2234
acd-inc.com

🛎 HOTELS NEARBY

You are responsible for the payment of your hotel room and transportation to and from the training location. You are welcome to make arrangements at any hotel you prefer, but we suggest The Fairfield Inn & Suites.

Fairfield Inn & Suites (2.0mi)

17320 Interstate 30 North
Benton, 72019
+1 (501) 722-6330
https://www.marriott.com/hotels/travel/litbn-fairfield-inn-and-suites-little-rock-benton/

ACDI For questions, please call 800.990.2234 or email training@acd-inc.com

TUESDAY

Session 1 | Orientation
8:00   Welcome | Introduction | What to expect
- Introduction to ACDI
- Who we are and what ACDI offers
- PaperCut Reseller Portal
- Downloads and Documentation

Session 2 | PaperCut Infrastructure
10:00   15 - Minute Break
10:15   PaperCut Installation | Basic Install for Windows Server Platform (Follow-Along)
10:30   PaperCut Installation | Lab Exercise
11:00   Adding Users and Groups | Directory Types (Follow-Along)
11:30   Users and Groups | Lab Exercise
12:00   Group Lunch

Session 3 | PaperCut Infrastructure
1:00   Interactive Dashboard Walk Through
- Adding a license file
- Lost Admin Password
- Adding Administrators
- Setting up Email Server | Lab Exercise
- Adding Printers on Print Server | Windows (Follow-Along)
- Ignoring Printers in PaperCut | Windows (Follow-Along)
- Installing PC Client | Modifying Client | Lab Exercise
- Scripts and Alerts via PC Client | Lab Exercise
- Print Archiving | Lab Exercise
- Backup and Restore Database | Lab Exercise
- Options and Advanced Configuration

5:00   Closing Session

WEDNESDAY

Session 4 | Site Servers | Direct Print Client
8:30   Site Servers | Resiliency with Site Servers | Offline Policies
9:00   Site Server Installation | Offline Policy Configuration
9:30   Direct Print Client Installation | How it works
9:45   15 - Minute Break

Session 5 | Embedding Devices | FindMe Printing
10:00   Embedding Practical | Embedding PaperCut MF on provided MFDs (Group Breakout)
11:00   FindMe & Secure Printing | Configure FindMe Print Queues Configure MFD Release (Follow-Along)
11:30   FindMe Printing | Lab Exercise
12:00   Group Lunch

Session 6 | Linux/macOS
1:00   Introduction to PaperCut on Linux/macOS
- Installation (Which package is right for your needs)
- Introduction to CUPS
- Adding and Removing Printers

Session 7 | Hardware and Routing
2:00   Card Technology and Data Formatting | Discuss Prox Card and Other ID Badge Technologies

Session 8 | Shared Accounts and Quota's
3:00   Importing Accounts | Account Sync
Setting Group Quotas | Setting Account Quotas
- Configuring Pop-Ups for accounting
- Explore the 4 types of Pop-Ups offered

Accounts and Quotas | Lab Exercise

Session 9 | Integrated Scanning
4:00   Integrated Scanning
- On-Prem OCR
- Setting up Templates
- Controlling Access
- Publishing to MFDs

5:00   Closing Session
6:30   Dinner

THURSDAY

Session 10 | Mobile Print Options
8:30   Mobility Print Overview
- Web Print | Lab Exercise
- Email to Print
- Mobility Print Options
- Setting up a Mobility Print Server (Follow-Along)
- Mobility Print | Lab Exercise
10:00
- 15 - Minute Break

Session 11 | Print Deploy
10:15   Print Deploy Overview
- Server Requirements
- Client Requirements
- Driver Requirements
- Determining Print Environment
- Print Server Environment
- Serverless Printing Environment (Direct Print)
- Cloner Tool

Session 11 | Print Deploy Continuation
- Reference Computer(s)
- Print Deploy Client rollout
- Deploying Printers

Session 12 | Multiverse
1:00   Overview and Use Case Adding a Customer
- Account
- System Health

Remote Management
- App Server
- Devices

1:30   Closing Remarks and Dismissal