



ACDI
ACADEMY
EST.1994

PaperCut End User 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



(800) 992-9823

AVIS

(501) 376-9151



(888) 445-5664

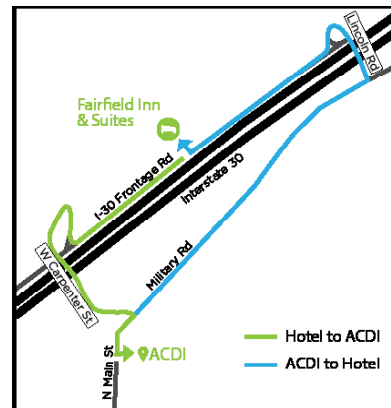


(501) 537-2880

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/>



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

TUESDAY

Session 1 | Orientation

- 8:00 Welcome | Introduction | What to expect
8:30 Introduction to ACDI | Who we are and what ACDI offers

Session 2 | PaperCut Infrastructure

- 9:00 PaperCut Installation | Basic Install for Windows Server | Heterogenous Environment
10:00 15 - Minute Break
10:15 PaperCut Upgrades
 - Over-the-top upgrades

10:45 Adding Users and Groups
 - User Management In-Depth
 - Bulk User Updates
 - Keeping PaperCut User sync clean
 - Removing User no longer in the sync source
 - Managing OU's and Security Groups

11:00 On-Demand | Options for non-synced users
 - Getting an accurate count
 - Possible methodologies (on-demand)
 - macOS potential issues
 - Print Users ID vs Actual User ID

Session 2 | PaperCut Infrastructure *Continued

- 11:15 Internal Users | Users not in the sync source
 - Toggling Internal users on and off
 - Self-registration of internal users
 - Public Environments
 - Managing as a group (via conf file)

12:00 Group Lunch

Session 3 | PaperCut Web Based Dashboard

- 1:00 Interactive Dashboard Walk Through
 - Adding a license file
 - Adding Administrators
 - Setting up Email Server | Lab Exercise
 - Automating Alerts
 - Adding Printers on Print Server | Windows (Follow-Along)
 - Print Archiving | Lab Exercise

5:00 Closing Session

WEDNESDAY

Session 4 | PaperCut Web Based Dashboard *Continued

- 8:00 Interactive Dashboard Walk Through | *Continued
 - Reporting
 - User Account Web Interface
 - Backup and Restore Database practical
 - Installing PC Client | Modifying Client | Lab Exercise
 - Scripts and Alerts via PC Client
 - About Tab

Session 9 | Print Deploy

- 3:15 Print Deploy
 - How it works
 - Direct print vs. Server Based Print
 - Getting Printers into PaperCut
 - Setting up Zones
 - Deploying Printers via PD Client Software

Session 5 | Site Servers | Direct Print Client

- 9:00 Site Servers | Resiliency with Siter Servers | Offline Policies
9:30 Direct Print Client | How it works
10:00 15 Min Break

Session 6 | Embedding Devices | FindMe Printing | Integrated Scanning

- 10:15 • Embedding Practical | What embedding offers
11:00 • FindMe & Secure Printing
12:00 • Group Lunch
1:00 • Integrated Scanning

Session 7 | Shared Accounts and Quotas

- 1:30 Accounts | Account Sync
 - Setting Group Quotas | Setting Account Quotas
 - Access controls
 - Configuring Popups for accounting

Session 8 | Mobile Print Options

- 2:00 PaperCut Mobile Print Options | Mobility Print BYOD | Web Print | Email to Print
2:30 Mobility Print | iOS | Android | Chrome | Windows
2:45 Mobility Print | Lab Exercise

Session 10 | Problems

- 4:00 Troubleshooting | Logs | Diagnostics
 - Logs
 - Job Log
 - Application Log
 - Audit Log
 - Debug
 - Q&A - Widespread Support Questions

4:30 ACDI Support | How to get support | Services
 - ACDI Support Mechanisms
 - Online
 - Phone
 - Email

5:00 Class Dismissed