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

Yellow Cab (501) 570-9999
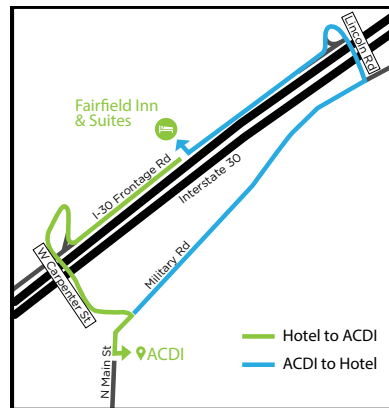($45 minimum to Benton)
www.yellowcablr.com

Please be aware that public
transportation | ride-sharing
services | taxi services are not
available or are limited 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

- ACDI | Who we are & what we offer
- PaperCut Ecosystem | Where everyone fits
- 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

- Licensing
- 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
- Scripts and Alerts via PC Client | Lab Exercise
- Print Archiving | Lab Exercise
- Backup and Restore Database | Group Discussion
- 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 Direct
9:30	Print Client Installation	How it works
9:45	15 - Minute Break

Session 5 | Embedding Devices | FindMe Printing

10:00	Embedding Practical	Embedding PaperCut MF
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

- Setting up a Mobility Print Server (Follow-Along)
- Mobility Print | Lab Exercise

Session 11 | Print Deploy

9:30	Print Deploy Overview

- Driver Requirements
- Determining Print Environment
- Serverless Printing Environment (Direct Print)
- Cloner Tool
- Reference Computer(s)
- Print Deploy Client rollout
- Deploying Printers

Session 12 | HIVE

11:00	Introduction to Hive

On Boarding
- Email
- Auto Deploy (GPO)
- Auto Link (Intune)

Print and Release
- Mobile
- Desktop

Parts and Pieces
- Edge Mesh
- Printers
- Profiles
- Deploying Printers

App Data Folder

Session 13 | Multiverse

12:00	Overview and Use Case Adding a Customer

- Account
- System Health
- Remote Management
- App Server
- Devices

1:30	Closing Remarks and Dismissal

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