

ACDI ACADEMY

EST.1994

PaperCut Technical Training Agenda

PaperCut MF

Collaborative / Hands-On / In-Depth / Expert-Led

ACDI

PLAN YOUR TRIP

TRAINING LOCATION

ACDI HEADQUARTERS

403 N Main St, Benton, AR 72015

(800) 990.2234

acd-inc.com

AIRPORT

Bill and Hillary Clinton
National Airport (LIT)

+1 (501) 372.3439

www.clintonairport.com

AIRLINES

Allegiant
American Airlines
Delta
Southwest
United

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

17320 Interstate 30 North
Benton, AR 72019

+1 (501) 722.6330

VISIT



TRANSPORTATION

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.

Alamo

(800) 992.9823

Enterprise

(501) 537.2880

AVIS

(501) 376.9151

National

(888) 445.5664

Yellow Cab

(501) 570.9999

(\$45 minimum to Benton)

TUESDAY

PaperCut Technical Training Itinerary

Session 1 *Orientation*

- 8:00** | **Welcome**
Introduction / What to Expect
- 8:30** | **Introduction to ACDI**
Who we are and what ACDI offers
- 9:00** | **PaperCut Ecosystem**
Where everyone fits
- 9:15** | **PaperCut Reseller Portal**
 - Downloads and Documentation
 - Install Archive / Percolator
- 10:00** | **15 Minute Break**

Session 3 *PaperCut Tutorial*

- 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 & Restore Database | Group Discussion
 - Options & Advanced Configuration

Session 2 *PaperCut 101*

- 10:15** | **PaperCut Installation**
Basic install for Windows Server Platform (Follow-Along)
- 10:30** | **Lab Exercise**
- 11:00** | **Adding Users & Groups**
Directory Types (Follow-Along)
- 11:30** | **Lab Exercise**
- 12:00** | **Group Lunch Onsite**

Session 4 *Troubleshooting*

- 4:00** | **Server UI Logs & Text Logs**
Server & Clients
- 5:00** | **Closing Session**



WEDNESDAY

PaperCut Technical Training Itinerary

Session 5 *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 | Direct Print Monitor**
How it works
- 9:45 | 15 Minute Break**

Session 6 *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 | Lab Exercise**
- 12:00 | Group Lunch Onsite**

Session 7 *Linux/macOS*

- 1:00 | Intro to PaperCut on Linux/macOS**
 - Installation (Which package fits your needs)
 - Introduction to CUPS
 - Adding & removing printers

Session 8 *Hardware & Routing*

- 2:00 | Card Technology & Data Formatting**
Discuss Prox card and other ID badge technologies

Session 9 *Shared Accounts & Quotas*

- 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
 - Lab Exercise

Session 10 *Integrated Scanning*

- 4:00 | Integrated Scanning**
 - On-Prem OCR
 - Setting up Templates
 - Controlling Access
 - Publishing to MFDs
- 5:00 | Closing Session**
- 6:00 | Group Dinner**

THURSDAY

PaperCut Technical Training Itinerary

Session 11 *Mobile Print Options*

8:30 | **Mobility Print Overview**

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

Session 12 *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 13 *Hive*

11:00 | **Intro to Hive**

On Boarding

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

Print & Release

- Mobile
- Desktop

Parts & Pieces

- Edge Mesh
- Printers
- Profiles
- Deploying Printers

App Data Folder

Session 14 *Multiverse*

12:00 | **Overview & Use Case**

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

1:30 | **Closing Remarks & Dismissal**



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Thank you for attending ACDI Academy. We appreciate you taking the time to invest in your knowledge and professional growth with us. We're proud to support our partners with training, resources, and solutions designed to help you succeed. Be sure to explore everything ACDI has to offer and stay connected with upcoming classes and learning opportunities on the ACDI Academy training website.

STAY UPDATED WITH ACDI!

