4 The Office℠

PaperCut Print Management Solution

PaperCut™

For Education

About PaperCut

PaperCut's print management software has helped over 50,000 organizations reduce their print costs and their environmental impact.

PaperCut's print accounting and print management software has been developed over ten years to help organizations wanting to save money on excess printing. It's now in use in over 50,000 organizations across 100+ countries. With its roots implementing student print quotas in education (K-12, college to university), PaperCut has expanded over the years to cover all areas from business, to corporate and to government. We believe setting reasonable budgets or quotas and active monitoring is the key to controlling print usage across an organization.

Today, PaperCut remains an engineering-led organization with a focus on technology rather than flashy marketing. PaperCut is the only true cross-platform print control software available, providing full support for Windows, Mac, Linux and Novell network environments. Our print management software is ideal for organizations of all sizes, from schools to engineering, graphic design, architectural, and accounting firms to advertising, legal and IT. PaperCut encourages the responsible use of company resources and helps to create an environmentally friendly workplace.

·First print version released in 1998, multifunction version PaperCut MF in 2007
·Vendor neutral (Windows, Mac, Linux, Novell and major copier brands all equally supported)
·PaperCut is used in over 50,000 organizations (60% Education – 40% Corporate / Govt)
·Sites range from 5 to 400,000 users

About 4 The Office

4 The Office is located in Pittston, Pennsylvania and is a Certified Value Added Reseller for PaperCut Print Management Software. We offer some of the most robust printing, copying, and software solutions in the industry. We also operate an online store with over 40,000 office supplies and technology items available for fast next day delivery.

Additionally, we are an Authorized Hewlett Packard Business Partner, Authorized Kyocera Dealer, and an Authorized Printsmart Print Management Dealer.

PaperCut NG Version

PaperCut Solutions for Education

PaperCut™ is designed for schools and universities of all sizes. From browser access for students and staff to mixed platform support (Windows, Macintosh OS X and Novell), PaperCut can handle the unique challenges of campus networks. Flexible group level controls including monitoring, quotas, charging, print job filtering and hold/release queues allow you to precisely manage your print resources.

Cut the Cost of Printing

The PaperCut software intercepts print jobs on the print server and analyzes them, applying rules to enforce your print policies.

PaperCut gives you full control over your fleet of devices, letting you:
- Manage and control printing using tracking, quotas or pay-for-print charging
- Support laptop and netbook users with driverless printing
- Apply rules based print policies to minimize waste and maximize productivity, e.g, to prevent printing of emails, require large jobs to be duplexed or restrict color printing
- Monitor your print fleet, with toner level detection and printer error alerts by email or SMS.

PaperCut Benefits

- Fully cross-platform, supporting all major operating systems, including mixed environments
- Scalable to networks of all sizes, from five to 500,000 end users
- Secure system design
- True enterprise-wide license with no limits on the number of servers, workstations, printers, operating systems or domains
- Match your organization's look and feel with seamless integration with your intranet
- Modern software under active development
- Simple to use browser based administration

Create Environmental Awareness

 Let your users see their environmental impact at-a-glance with the Paper- Less Alliance widget (a small application that sits on the desktop).
The widget supports *Do Something*, the non-profit organization behind many environmental initiatives including the Paper-Less Alliance (paperlessalliance.com).

Finance Office Benefits

- Detailed reporting of output and costs by user and printer
- Track and allocate costs back to department, cost center, faculty or client
- Simple to use and find the information most needed
- Cut printing costs while improving work flow

System Administrator Benefits

- Simple installation- Deploy centrally on your server and track all printing. Client software is optional and not required for basic print tracking
- Fast, intuitive user setup- Automatically manage end users known to directory services such as Active Directory and LDAP
- Driverless printing- Web print lets end users print wirelessly from laptops and netbooks with no driver installation or server authentication. Web Print is fully integrated into PaperCut's standard print charging/accounting/quota process.
- Shared accounts- Users can easily allocate job costs to departments, cost centers, clients or projects with popup client software
- Full logging and reports- Over 50 one-click reports in standard formats (PDF, CSV, HTML)
- Database integration- Use the in-built database or configure to use your existing databases (MS SQL Server, Oracle, MySQL, PostgreSQL)
- Watermark every print- Automatically add a username or other information to the bottom of every page
- Digital signatures- Watermark all jobs with a digital signature to track document origin/source
- Hold/release queue- Release sensitive documents at point of printing
- Delegate administration rights- Grant specific rights by functional areas
- Intranet integration options and fully documented API and scripting interface

End User Benefits

- Intuitive, customizable web interface shows usage tracking, or runs silently
- Optional client software offers authentication, confirmation of print job cost, account balances and cost allocation
- Shows usage and impact by tree or by CO2 volume
- Show popups prompting users on situations such as not printing jobs duplex, attempting to print emails, or suggestion to print grayscale when printing from a web browser
- Flexible payment options for pay-for-print including pre-paid voucher cards and online payment gateways
- Deployment flexibility with options for highly visible quota or charging control to invisible silent tracking

How PaperCut Software can help solve common problems within your organization.

Wasteful printing and large documents tie up our printers
You can set an upper document size to stop unusually large print jobs. Other filters include a maximum number of copies, color and duplex printing. There is even a filter to stop "double submitted" jobs caused by accidently clicking the Print icon twice.

Users don't like change
PaperCut is designed to be phased into production. You can implement silent monitoring as a first phase, then add quotas and printer rules, and introduce user pays printing when the processes are well established. Our Implementation Guide will show you how to roll out PaperCut without disrupting the workflow of your staff and students.

"Guest" account users and wireless users are anonymous on the network
Anonymous users can be authenticated for printing using the PaperCut client software, a hold/ release queue or PaperCut's user web tools.

Print management systems are too expensive
Our special educational pricing won't break your budget because you won't pay extra for the number of servers, workstations, printers or operating systems on your network. Your savings from reduced consumption or from offsetting printing costs with user pays printing means that PaperCut is software that truly pays for itself!

We want a system that integrates with our current internet sites and policies
You can tailor the end-user web interface to look like part of your internet. If you want to further extend PaperCut or provide additional integration with your systems, you can use the full set of APIs included as standard with PaperCut, fully documented with example source code.

Deploying software on workstations is difficult and time consuming
PaperCut does not require software on each workstation. There is optional client software, but if you decide to use it, you can run it using the "zero-install" method that launches the software from the PaperCut server.

We don't have a large staff to install and administer a print management system
PaperCut is self-maintaining with features like automatic synchronization with users, groups and printers, automatic configuration of new user accounts, and automatic periodic quotas. Users can add value to their own accounts with "top up cards" or by using the optional payment gateway for credit card payments using online systems like PayPal. Browser-based one-click reports and scheduled automatic email reports make it easy to monitor and report activity.

Our IT department is currently "reactive" to printer issues
PaperCut automatically tracks printer errors and can be configured to send email or SMS messages to admin or helpdesk staff when a printer requires attention. Now they can become "proactive" to issues and problems.

Powerful System Tools

Open System –Vendor Neutral

PaperCut NG is an open, vendor neutral solution. It has a robust API that can be used by programmers to automate functions and interface with third party systems. The system is designed using open standards and supports all major server and workstation operating systems. All versions of PaperCut for all operating systems are generated from one code base so new features and improvements are available simultaneously on all platforms. PaperCut is supported directly by its developers, a friendly and approachable team. All customers are provided with source code access.

User Management

- Automatic User Import
- PaperCut automatically synchronizes user accounts with leading directory services such as Active Directory, Open Directory, LDAP, eDirectory, etc. Import end user details from:
- The full domain
- A selected group within a domain
- An organizational unit
- A spreadsheet.

Account Creation Rules

- Move to a fully self-administering system by defining rules to enable PaperCut to automatically create new user accounts on demand based or group membership. Define new account properties including:
- Initial credit (can be allocated daily, weekly or monthly)
- Access and security rights level.

Load and Error Report Loading

The load carried by each printer is clearly displayed in the administration interface. IT managers can use this information to determine where additional printers may be required, or detect printers unsuitable for the situation or location. The system can also email administrators on error events such as paper jams or low toner.

Page-Level Color Detection

Use the advanced charging interface to enable page-level color detection. This "looks" at each page of a document and detects the use of color. End users are only charged the color rate on pages that have color, providing a more precise charging method.

One Click Reporting

PaperCut offers more than 50 reports out of the box, in PDF, HTML or Microsoft Excel (.csv) format. Access reports from any web browser, or schedule them to be automatically generated and emailed. You can set up reports to use your own header, and create reports with custom data by specifying date ranges, filtering and sorting by the data available.

Advanced Filtering and Restrictions

Use PaperCut's job filtering and/or advanced scripting control to implement print policies and improve device utilization. Options include:

- Route large jobs to dedicated high-volume printers
- Ask end users to confirm single sided output
- Delete duplicate jobs or those with incorrect paper sizes automatically
- Discourage printing of emails via popup warnings
- Enable limited free printing during class times
- Suggest alternate printers when a device is offline
- Build your own rules with advanced print scripting.

By combining PaperCut's filter rules, administrators can improve printer use, minimize queue hogging, and avoid wasteful print jobs. For more advanced control, use print scripting. PaperCut includes dozens of pre-built recipes and a simple JavaScript IDE to help you build your own scripts.

Integrate your Campus Cards with PaperCut

Integration with campus card systems such as Blackboard and CBORD is also available

Payment Gateways

The PaperCut Payment Gateway Module is an additional component to provide services that allow users to transfer funds from an external source into their personal PaperCut account.

Examples of its use include:

Online Payments (credit cards, bank accounts)
Larger organization such as universities or colleges may wish to provide online payment via 3rd party services such as those provided by banks or organizations like PayPal, Authorize.Net, RBS WorldPay or CyberSource. The payment interface may be provided for internal use (e.g. for student-only use), or opened up for external access to allow parents to make payments via the web.

Student Fee/Management Systems
A number of leading higher education organizations use the payment gateway module to allow students to transfer small amounts of credit into their print account. At the end of semester/term, this amount is totalled up and added to their fees/loan. The payment gateway module can be configured to automatically debit the student management records or an external database system.

PaperCut NG Education License Pricing
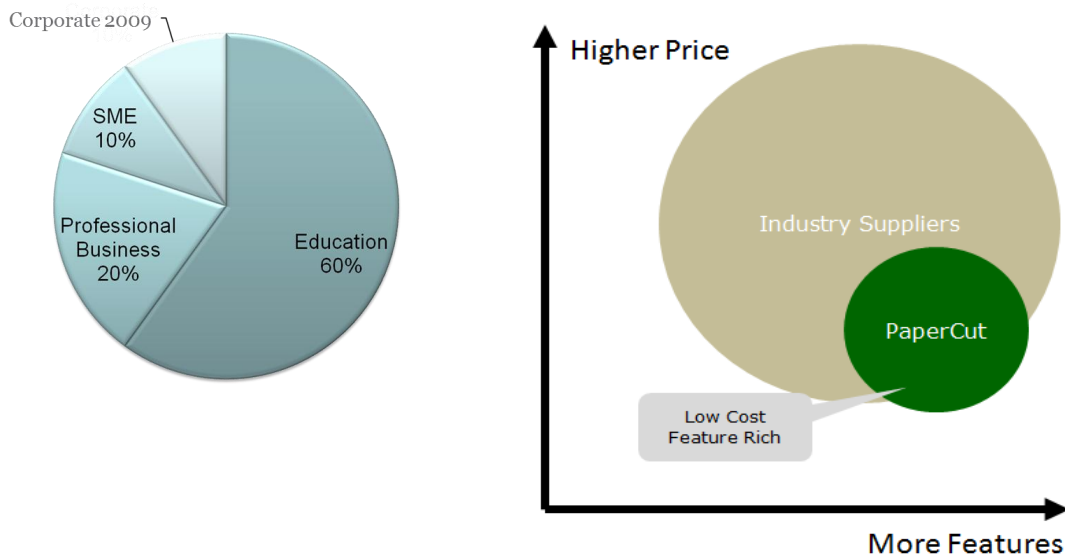PaperCut does not require mandatory yearly fees so, once you have purchased it, you own it.

Users	5	500	1000	1500	2000	2500	3000	3000+
Price	Free	$470.00	$610.00	$745.00	$890.00	$1,030.00	$1,170.00	Call

PaperCut Return on Investment

Return on Investment (ROI) is an important consideration in most network technology procurements. Calculating the return in financial terms can be tricky for IT projects because the benefits and savings are often difficult to quantify. You will not have these problems when you calculate the ROI for PaperCut because the savings are direct. The savings are implementation dependent, but simply monitoring printing will normally yield a 10% - 20% savings over an unmanaged print environment.

Market Share

Education has traditionally been PaperCut's largest and quickest growing market, however due to onboard functions and "Find Me" secure print, Corporate is becoming a growth market.

PaperCut MF Version (Copy, Print, Fax and Scan Control)

Today's multi-function devices (MFDs) and copiers are smarter. They have touch screens and the ability to run embedded software directly on the device itself. This new technology has allowed us to bring our popular print management software into the MFD space to track off-the-glass usage - copy, fax and scan. Just like PaperCut NG, PaperCut MF remains vendor agnostic, continuing to support all operating systems and as many MFP/copier vendors as possible.PaperCut MF is the easy way to automatically monitor and manage copying and printing in your organization, giving you control over your costs and environmental impact. PaperCut MF intercepts print jobs on the print server and analyzes them, applying rules to enforce your print policies.

Cut Waste and Your Carbon Footprint

Encourage responsible printing with PaperCut MF quotas and print policies, cutting paper and toner costs and power usage. At-a-glance reporting on CO2 and carbon emissions – by CO2 volume or by tree – shows the impact.

Apply Print Policies Enterprise-Wide

With PaperCut MF, printing requests are intercepted at the print server to control jobs according to policies that encourage or enforce good behavior. Use job filtering or advanced scripting (JavaScript) to implement policies and improve device utilization. For example you might route large jobs to dedicated high-speed printers, display popups to ask end users to confirm single sided output, automatically delete print jobs with incorrect paper sizes or suggest an alternative printer when a device is offline.

Offer Driverless Web Printing

Simplify printing with Web Print, a unique PaperCut MF feature that allows end users to print wirelessly from laptops and netbooks with no driver installation or server authentication. Web Print is fully integrated into PaperCut MF's standard print charging/accounting/quota process.

Enable Find-Me / Secure Print Release

PaperCut MF protects confidential documents and slashes the volume of unclaimed printouts by ensuring users release print jobs at the point of printing. With Find-Me printing, users queue print jobs to a virtual queue, and then release them for printing on a specific printer. Secure Print Release requires user authentication before printing, ensuring that only authorized users can print and collect sensitive documents. PaperCut MF can also be configured to require print approval, ensuring managers, teachers or sys admins authorize the printing of any job.

Monitor and Report on Usage

Real-time monitoring and reports address all areas of print/copy/fax/scan management, ranging from detailed page logs to summaries by user, department, device or environmental impact. PaperCut MF offers more than 50 reports out of the box, in PDF, HTML or Microsoft Excel (.csv) format. Access reports from any web browser, or schedule them to be automatically generated and emailed. You can set up reports to use your own header, and create reports with custom data by specifying date ranges, filtering and sorting by the data available.

Integrate with Your Intranet and Other Systems

A customizable web interface ensures you can easily integrate with your intranet site, and a fully documented API and scripting interface let you integrate PaperCut MF with other IT systems.

Deploy Simply

An installation wizard installs server software and then proceeds to automatically detect printers and multi-function devices on your network. Create users and groups automatically from directory services including Active Directory, Open Directory, Novell eDirectory or LDAP. Install wizards help you define user access rights, page costs and quotas. Client software is optional and can be run directly off a server share avoiding the need to install/deploy locally. PaperCut MF integrates with printers and multi-function devices from major vendors. As your fleet changes, simply install PaperCut MF on your new devices.

Administer Centrally, Manage Easily

PaperCut MF provides browser-based administration access from any network location, providing advanced administration and configuration options in an intuitive user interface. End users have access to a set of web tools to track their own activity in real-time, query their account balances, view transactions, and transfer credit to other users.

Scale Up Effortlessly

Modern software design and architecture provides scalability for networks of all sizes, from five to 500,000 users. Regardless of the number of servers and end users on your network, PaperCut MF will scale to meet your needs.

Maximize Uptime and Availability

PaperCut MF delivers a robust approach to maintaining service by clustering at the print spooler, application server and database (for cluster-aware databases), as well as automatic fail-over protection against single points of failure.

How does PaperCut MF differ from PaperCut NG?

Both PaperCut MF and NG are very similar and at a technical level share the same code base. The difference is that PaperCut MF has the ability to interface with hardware devices (e.g. MFPs) to deliver extra features. Examples of this integration include:

- Embedded software that runs on the Copier or MFP to track and control access (e.g. copier use) at the device.
- Integration with 3rd party copier hardware terminals and controllers for devices (MFDs and printers) that don't yet support embedded or onboard solutions.
- Network card readers to facilitate secure print release and find-me printing via card swipe at any print device.
- Cash payment hardware - enabling users to reload their PaperCut MF user account in pay-per-print environments.

All other features, including general print tracking, print quotas, rules based printing and driverless web print, etc. are identical on both PaperCut MF and PaperCut NG.

PaperCut MF Education License Pricing-Available Upon Request
Note: Current PaperCut NG Customers will receive a 50% Discount on an upgrade to MF.

Success Stories

James Madison University offers pay-to-print service to nearly 20,000 students at 35 locations across campus. During 2011, JMU selected the PaperCut MF system to replace an older deprecated product.

We were initially apprehensive about selecting a product with no CS Gold gateway, but after live product trials we decided to contract with PaperCut to produce the new gateway. We also requested several other modifications so the transition from our existing system would appear nearly seamless to our students. The PaperCut developers were attentive, flexible, and met all deadlines.

PaperCut MF and the CS Gold gateway have worked flawlessly since going live . Although PaperCut MF is very capable with a nearly exhaustive menu of canned reports, we have leveraged its cross-platform support, multi-vendor database compatibility, scripting, and open API to easily extend the product's print management and reporting capabilities.

In our experience, PaperCut MF is easy to install, configure, troubleshoot, and maintain. It has thus far proven stable, versatile, and accurate.

Eddie, James Madison University – USA

We love PaperCut. It is a truly operating system agnostic solution that has allowed us to address almost any level of complexity in terms of tracking and allocating printer usage. PaperCut makes it very easy for us to bill students through the university accounting system so we can use the money to buy new printers on a regular basis allowing students have access to reliable printing.

We have deployments that can manage the intricacies of graphic design output to plotters, computers labs accessible to tens of thousands of students requiring per page billing and small department print quotas with secretaries generating their own ad hoc reports.

The internal reporting system and automation tools provided have saved our sys admins countless hours in generating data for administrators. It is rare to find a product so well thought out and beneficial to users in every role.

Bart, University of Illinois at Urbana-Champaign – USA

It does a great job, is easy to use, has given us no problems, and has saved us countless reams of paper and piles of toner.

Eric, Utah State University – USA

Prior to implementing PaperCut many of our patrons were thoughtless or abusive when consuming printing resources, and our previous practice of manually managing print cards was inaccurate and burdensome. PaperCut practically manages itself, and because we needed a true cross-platform solution PaperCut was the perfect fit for our libraries.

Paul, Texas Tech Univ Health Sciences Center Libraries - USA

PaperCut NG is a tremendous product. I researched other companies and PaperCut stands out as the best. We perform a silent monitoring in the Fall semester 2005 and actually ran PaperCut NG in the following Spring semester 2006. The results show PaperCut NG is effective. In one lab, we went from using 9 toner cartridges in the Fall to 4 toner cartridges in the Spring. Each toner cartridge cost $152, we had a savings in that lab alone of $760 on toner cartridges.

Fall semester the top 10 students who printed the most, had a total of 44,342 prints. The following Spring semester, the top 10 students had a total of 7,320 prints. Printing went down 83.5%. Paper cost for the entire college went down 29%. We set a limit for the students to have 357 prints in for Spring semester. After they used up their $25 credit or 357 prints they would have to purchase a Top-UP card. We also used Top-UP cards and sold them in increments of $1, $5, and $10. We sold 107 cards. Our Spring semester we earned $535 from our Top-UP cards.

Trevis, Stark State College - USA

We switched from another software package to PaperCut. The difference has been night and day! The software is incredibly easy to install. Upgrades install quickly and easily with no hassles. For the few times that we've had issues, mainly with quirky or odd printers PaperCut support has been responsive and helpful. They've always been able to come up with a satisfactory resolution. The cost of the software is very reasonable and it has saved our institution (and in turn the tax payers) tens of thousands of dollars! I can easily say it's one of the best programs our institution has ever purchased.
Dale, University of Wisconsin - Fox Valley – USA

I've gotta say PaperCut is great and I've been singing its praises to other departments. The reports quickly show me printer usage at a glance, which I use frequently to more accurately place orders for toner and paper. I used to throw thousands of pages into the recycling bin every day because of unclaimed printouts, but overnight it's been whittled down to a couple reams! Aside from the money saved on toner/paper, I stand to save thousands reducing the number of lab attendants since these TopUp cards can be sold by our department receptionist or in one of our vending areas. I no longer need technical staff to supervise printing full time!
David, Case Western Reserve University - USA

PaperCut NG has been a very cost effective solution to controlling runaway printing costs in our academic computing environment. Setup and access to reports has been easy and flexible. The initial investment has already been recouped in our first year of use. We have enjoyed a 50% savings in paper use and toner costs. In addition, students have enjoyed being able to track how 'green' they are and are more cognisant of their printing. This is a great product!

Chris, Truckee Meadows Community College - USA

Technical Specifications

Scalability:
Suitable for networks of 5 to 500,000+ users

Architecture:

Single server or multi-server environments

Monitor locally attached printers

Client software is optional
Available in 20+ languages and currency formats world-wide

Licensing:

Enterprise-wide license: unlimited printers, servers, and workstations
Licensed based on number of end users

Open Systems:

Open documented database schema
XML Web Services API with sample code

Supported Server Operating Systems:

Microsoft Windows Server (any edition including 64-bit and server core)

Mac OS X Server (10.4 or higher)

Linux (any modern distribution)
Novell OES Linux and iPrint

Supported User Directory Services:

Active Directory (native integration including nested groups and OU's)

OpenDirectory

eDirectory

LDAP
NIS, PAM, Samba, and others.

Supported Workstation Operating Systems:
Microsoft Windows (any edition)
Mac OS X (10.4 or higher)
Linux (any modern distribution)
Unix Workstation (Java required to run client software)

Printers:
Almost all major laser, inkjet, label and wide-format printers.
Supported print languages: PCL, PCL6, HPGL, Postscript,
PCL-GUI, Ricoh RPCS, Epson ESC, QPDL, various GDI printers and many languages that don't even have names.

Supported Database Servers:
Self-managing internal database: suitable for up to 5,000 end users
Microsoft SQL Server 2000/2005/2008 (either 32 or 64 bit)
Microsoft SQL Express 2005/2008 (free from Microsoft)
PostgreSQL 7.1 or higher
MySQL 5.0 or higher
Oracle 9.2 or higher

Supported Cluster Environments:
Microsoft Failover Server
Microsoft Cluster Server
Veritas Cluster Server
Linux HA

Encryption:
SSL encryption used for sensitive client server communication.

External Credit Sources	
PayPal Payflow Link	Accept credit card payments into your bank's internet merchant account. This is our most popular option and is used by hundreds of education users. Requires a PayPal *internet merchant account* and registration for *PayPal Payflow Link*.
PayPal Website Payments Standard	Accept credit card and PayPal account payments into a PayPal account held by your organization. Requires a registered PayPal *internet merchant account*.
Authorize.Net	Accept credit card payments. Requires a registered Authorize.Net merchant *Payment Gateway Account*.
Nelnet	Accept credit card payments. Requires Nelnet's *Commerce Manager* service.
Barclaycard ePDQ CPI	Accept credit card payments. Requires a Barclaycard ePDQ CPI account.
CyberSource	Accept credit card payments. Requires a registered CyberSource Hosted Order Page (HOP) merchant account.
Moneris eSELECT Plus	Accept credit card and bank account payments. Uses the *Hosted Paypage* service and requires a Moneris eSELECT Plus account.
My Student Account	Accept payments from the My Student Account campus card system. Requires password provided by vendor.
RBS WorldPay	Accept credit card payments. Requires a registered RBS WorldPay Business Gateway Plus account.
Realex Realauth Redirect	Accept credit card payments. Requires a Realex merchant account with the Realauth Redirect service enabled.
TouchNet Marketplace	Accept credit card payments. Certified TouchNet Ready solution. Requires TouchNet Marketplace.
Commonwealth Bank CommWeb	Accept credit card payments. Requires Commonwealth Bank merchant account and CommWeb account (Australia Only).
NuVision Networks	Accept NuVision Networks iAMECS campus card payments.
Transaction to file (CSV)	This option writes transactions to CSV text file for later batch/post processing. For example importing into a student management/billing system. This is used to implement student loan/billing systems such as "term bill".
Generic eCommerce / Bank Gateway	Additional costs may apply depending on preferred gateway. Please contact support

	for further details. Assistance with setup is included with any custom integration/development.
Generic Credit Card Gateway	Additional costs may apply depending on preferred gateway. Please contact support for further details. Assistance with setup is included with any custom integration/development.
Generic External Database / System	Additional costs will apply as database/system structures vary requiring customization. Please contact support for further details.
Custom Source	API access included as standard. Custom development can also be provided by the PaperCut Software Development Team. Please contact support for further details.

We are so confident that PaperCut will help your organization save money we are willing to give you a free 40 Trial. We value your trust and would be privileged to service your account. I look forward to discussing the many ways in which PaperCut can better manage your printing and copying while reducing your costs. Thank you for permitting us to submit this information.

Sincerely,

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