STEPS TO REGISTER YOUR ID CARD

1. Place your ID card on top of the card reader attached to the copier/ printer.

2. Copier screen will show below display, click on the box as interacted in red.

PaperCut Associate New Card

Unknown card, access to device functions is denied. To associate this card with your account, enter your network username and password.

Username: [   ] ← Click on the box
Password: [   ]

Associate Card

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3. The below pop-up keyboard will appear, Type in your GUtech ID and click OK when done

4. Repeat steps 2 & 3 for the password

5. When done typing your GUtech ID and Password click on the **Associate card** button

PaperCut Associate New Card

Unknown card, access to device functions is denied. To associate this card with your account, enter your network username and password.

Username: 12-0467 ← Type your GUTech ID
Password: *********** ← Type your email passowrd

Associate Card ← Click here when done typing the above information

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STEPS TO PRINT

1. Send print job from a computer

A. Send a print job from a computer with GUtech log-in

Use the command print in the software; for example: in MS word press Ctrl+P to print the document and in the pop-up screen with selection of printers. Select Toshiba Findme and select the desired paper size A4 or A3 and click on print

Printer
TOSHIBA FINDME on GUtec...
Ready

Printer Properties
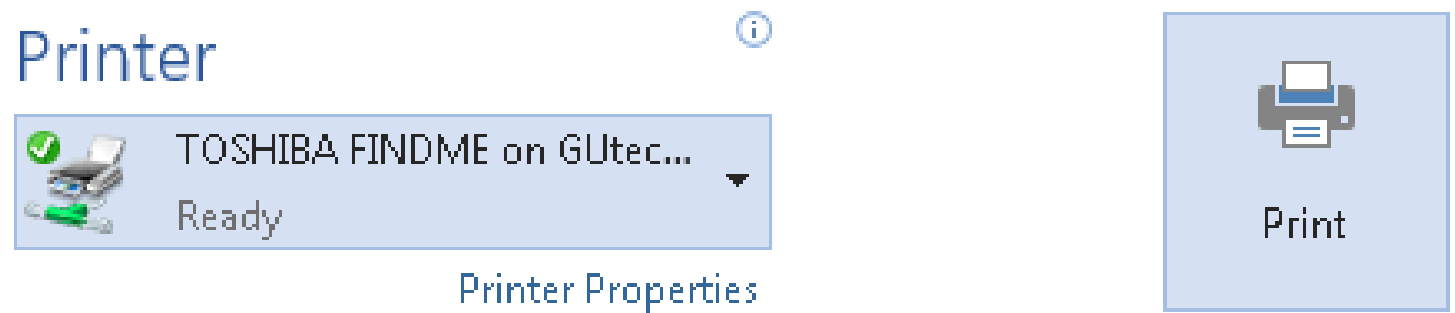
🖶 Print

B. Send a print job from a personal computer, Mobile, and other devices through web browser.

Type the following URL in the web browser: http://myprint.gutech.edu.om

PaperCutMF
Username [   ] ← Type your GUTech ID
Password [   ] ← Type your email passowrd
Language English
Log in

After login-in the below screen will be displayed Click on web print to upload doc.

To transfer creadit to another student click on transfer

To upload document for printing click Web Print

Your GUTech ID
Your Balance

Click on **Submit a job** to upload doc.

Type in number of copies and click on **Upload documents**

Click on **Upload from computer** and select the file to be printed and
Click on **Upload and Complete**

Supported format are;
1. PDF
2. Image formats:-- bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
3. Make sure page size of the file to be sent is already adjust to A4 or A3 to have printed correctly.

STEPS TO PRINT

2. Retrieve your sent print job from the printer

1. Place your ID card on top of the card reader attached to the copier/ printer.

2. The below image with your information will be displayed on the screen Click on Select Jobs

PaperCut User Information
Welcome: xx-xxxx
Print Jobs pending release:
Pending jobs: 1   Select Jobs
Your copy/scan/fax usage will be charged to:
Username: xx-xxxx ← Your GUTech ID
Account : Personal Account
Balance: OMR 1.000 ← Your Balance

3. Click on print if you would like to print the document or click on cancel to cancel the print. The cost of the document will be displayed and will be charged if the document is printed.
Please note: The document will be available in the server for 24 hours for printing.

**PaperCut** User Information   Job status Refresh Print All Back

Time	Document	Pages	Cost
6:50:32	GUtech.pdf	1	OMR0.040	Print Cancel

## 3. Print from a USB

Supported format are;   1. PDF
                         2. Image formats:-- bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

1. Place your ID card on top of the card reader attached to the copier/ printer.

2. Plug in your USB to the printer. In color printer the plug is in the right side of the printer. In Gray scale printer the USB plug is the front right side of the printer.

USB plug in the gray scale printer/copier
USB plug in the right side of Color printer/ copier.
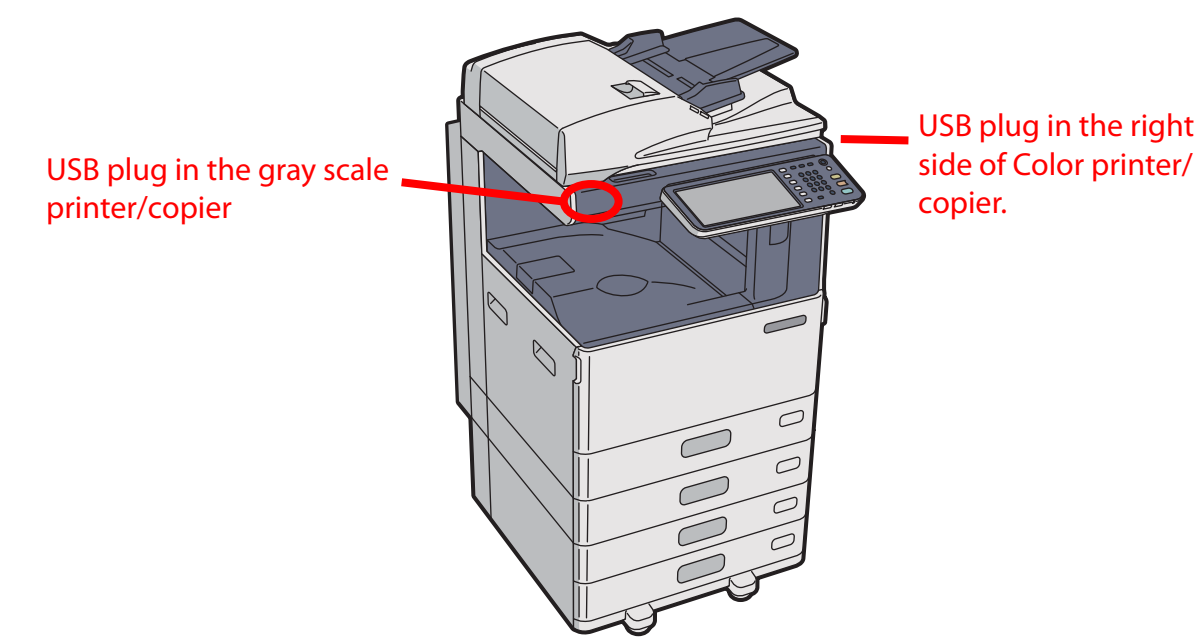
3. Press on the print key

Press the print key
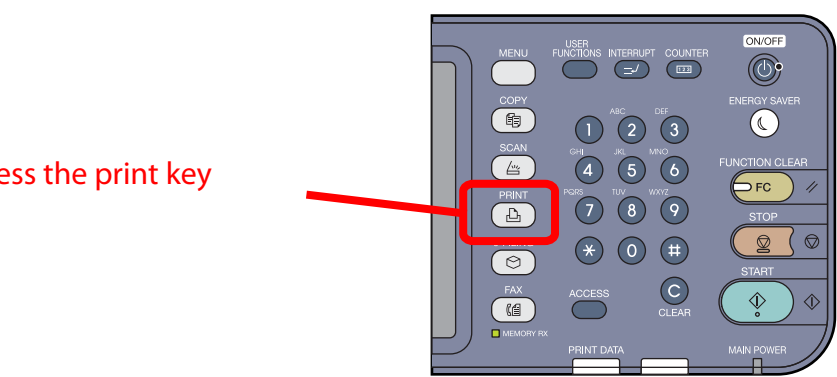
4. Select the option USB from the drop-down list

4. Select the file/files to be printed and click on print on the screen