

NOTE: You must be connected to the COP VPN to print.

For VPN directions go to <https://it.pharmacy.arizona.edu> and click **VPN**.

I. Install the Printer:

A. For Windows 7/8:

- a. Click *Start* + in the *Search programs and files* dialog box type “\\print.pharmacy.arizona.edu” <enter>
- b. Goto Step D.

B. For Windows 10:

- a. Click Cortana “Ask Me Anything” icon and type in “\\print.pharmacy.arizona.edu” <enter>
- b. Goto Step D.

C. For Mac: Please go to <https://it.pharmacy.arizona.edu/?p=1872> for directions

D. A list of COP printers will open. Choose the printer named “**Ricoh-Printers**” and double click it. It will download and install the necessary drivers.

II. Release Print Jobs:

A. Release print jobs using the copier/printer panel:

- a. Enter your User ID/PIN into the PaperCut panel on the Ricoh copier/printer.
- b. Once logged in to the PaperCut panel, you can now select the job and print.

B. Release print jobs using the PaperCut web page:

- a. Go to <https://print.pharmacy.arizona.edu> and login with your Pharmacy credentials.
- b. On the left column, click “Jobs Pending Release”.
- c. Click the print link in the “Action” column for the job to be released.
- d. Select the printer to send the job to.

NOTE: Both the students in Phoenix and in Tucson print to a single print queue named “Ricoh-Printers”. Printing to this the “Ricoh-Printers” print queue requires the user to enter their pin number or swipe their Cat Card to release the print job. A student can release their print job at either the Ricoh copier in Phoenix or the Ricoh copier in Drachman Hall Room 208 in Tucson. The Papercut software keeps track of the job and will release it at either copier. So, if a student from Phoenix is in Tucson, they can print to the same print queue and release their print job in either Phoenix or Drachman Hall Room 208 or vice versa. A student from Tucson that is in Phoenix can pick up their print job at the Ricoh copier in Phoenix.