



# ACDI ACADEMY

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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



(800) 992-9823

**AVIS**

(501) 376-9151



(888) 445-5664

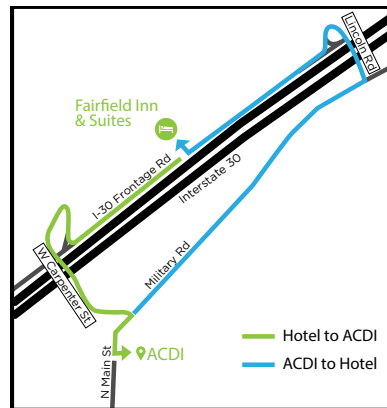


(501) 537-2880

**Please be aware that public transportation | ride-sharing services | taxi services are not available 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/>



For questions, please call 800.990.2234 or email [training@acd-inc.com](mailto:training@acd-inc.com)

## TUESDAY

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### Session 1 | Orientation

- 8:00 Welcome | Introduction | What to expect
- Introduction to ACDI
  - Who we are and what ACDI offers
  - 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
- Adding a license file
  - 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 | Modifying Client | Lab Exercise
  - Scripts and Alerts via PC Client | Lab Exercise
  - Print Archiving | Lab Exercise
  - Backup and Restore Database | Lab Exercise
  - Options and Advanced Configuration
  - Feature set discussion and dashboard familiarization
- 5:00 Closing Session

## WEDNESDAY

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### 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 on provided MFDs (Group Breakout)
- 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

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### Session 10 | Mobile Print Options

- 8:30 Mobility Print Overview
- Web Print | Lab Exercise
  - Email to Print
  - Mobility Print Options
  - Setting up a Mobility Print Server (Follow-Along)
  - Mobility Print | Lab Exercise
- 10:00 15 - Minute Break

### Session 11 | Print Deploy

- 10:15 Print Deploy Overview
- Server Requirements
  - Client Requirements
  - Driver Requirements
  - Determining Print Environment
  - Print Server Environment
  - Serverless Printing Environment (Direct Print)
  - Cloner Tool

### Session 11 | Print Deploy Continuation

- Reference Computer(s)
- Print Deploy Client rollout
- Deploying Printers

### Session 12 | Multiverse

- 1:00 Overview and Use Case Adding a Customer
- Account
  - System Health
- Remote Management
- App Server
  - Devices
- 1:30 Closing Remarks and Dismissal