

# Printing on an aivancity Copier

## Table des matières

Printing on an aivancity Copier .....	1
1. Installation of the PaperCut Print Deploy Client .....	1
2. Linking your aivancity or ISIC card to your account to release prints .....	2
3. Usage .....	3
I. Printing.....	3
II. Scanning .....	4
4. Known Issues .....	4

## 1. Installation of the PaperCut Print Deploy Client

a. Go to the address: <https://print.aivancity.ai>


(You can check your balance or initiate web printing from this space.)

b. Log in:

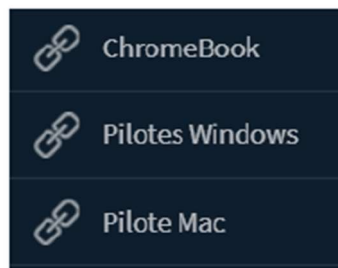
- Using a standard account

Nom d'utilisateur	utilisateur
Mot de passe	.....

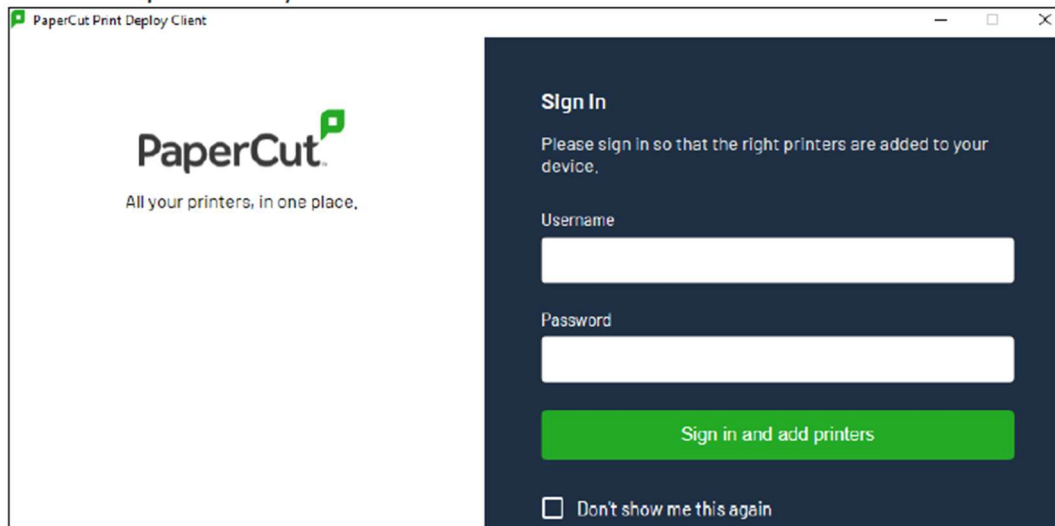
- Using an aivancity account

 Sign in with Microsoft
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c. Download and install the application based on your operating system using the following links.



d. After installing the application, you must authenticate using your aivancity account.



=> You are ready to print.

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## 2. Linking your aivancity or ISiC card to your account to release prints

a. Scan your card for the first time on an aivancity printer, the following message will appear:

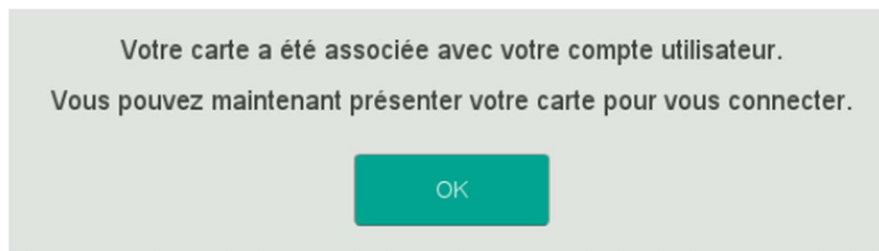


b. Enter your aivancity credentials:



The image shows a login interface for aivancity. At the top is the aivancity logo with the text 'PARIS-CACHAN' and 'SCHOOL FOR TECHNOLOGY BUSINESS & SOCIETY' below it. The main heading in French reads: 'Entrer votre nom d'utilisateur et mot de passe pour associer votre badge à votre compte existant.' Below this, there are two input fields: 'Nom d'utilisateur:' and 'Mot de passe:'. A teal button labeled 'Valider' is positioned below the password field.

=> A message will confirm that the linking procedure is complete.



The image shows a confirmation message box. The text inside reads: 'Votre carte a été associée avec votre compte utilisateur.' followed by 'Vous pouvez maintenant présenter votre carte pour vous connecter.' At the bottom is a teal button labeled 'OK'.

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## 3. Usage

### I. Printing

- Send a print job to the "Copieurs\_aivancity" device.
- Go to the printer and log in by scanning your card or entering your aivancity account details.
- Release your print job from the main menu, select the documents to print, then press "Print."



**Note:**

- By default, your print will be in black and white and double-sided. Uncheck undesired options before launching the print.
- The "Print All" function will release all pending documents with your initial preferences (e.g., color printing + single-sided).

## II. Scanning

- From the main screen, select "Scanning."
  - Set your scanning preferences if necessary, then press "Start."
  - Place the documents to be scanned and press "Start."
  - Once the scanning is complete, press "Finish," then "Start," and finally "Send."
- => The documents will be sent to your email address.

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## 4. Known Issues

- Authentication error on <https://print.aivancity.ai>

The following error is returned:



**Solution:**

Log in again from <https://print.aivancity.ai>.