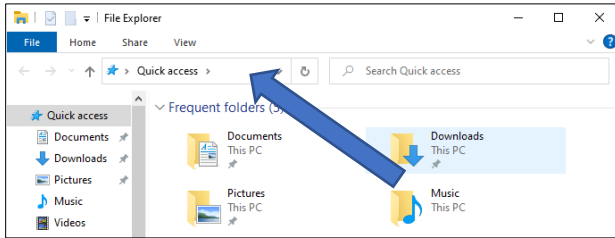
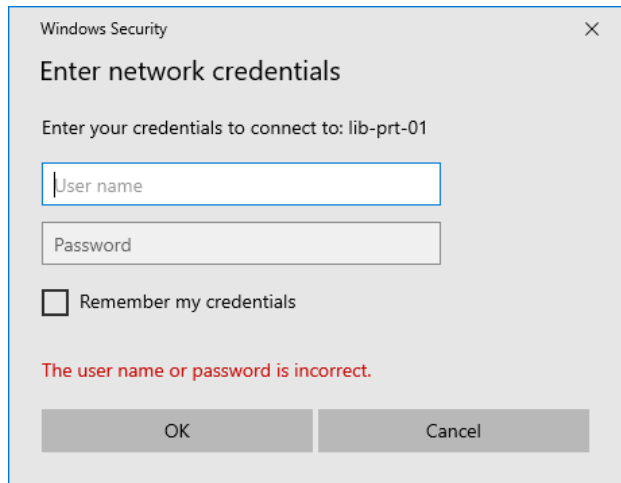


Installing PaperCut Drivers

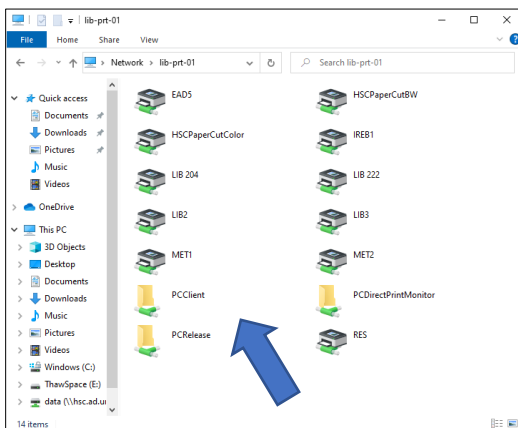
1. Open Windows Explorer (Windows key + E)



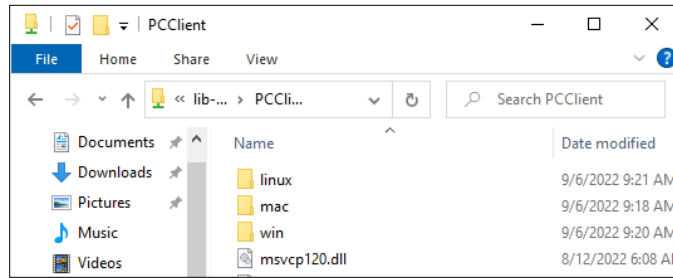
2. In address bar, where you see "Quick access >" (shown above) or maybe "Home", click to the right of the ">"; whatever is in the bar should be highlighted; enter [\\lib-prt-01.hsc.ad.unt.edu](http://lib-prt-01.hsc.ad.unt.edu)
 - a. If requested, enter credentials with unthsc\{euid} and password; BE SURE TO CLICK "Remember my credentials."



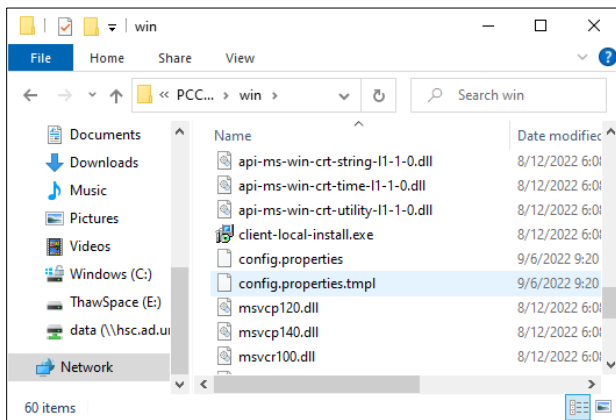
3. Double-click on PCClient



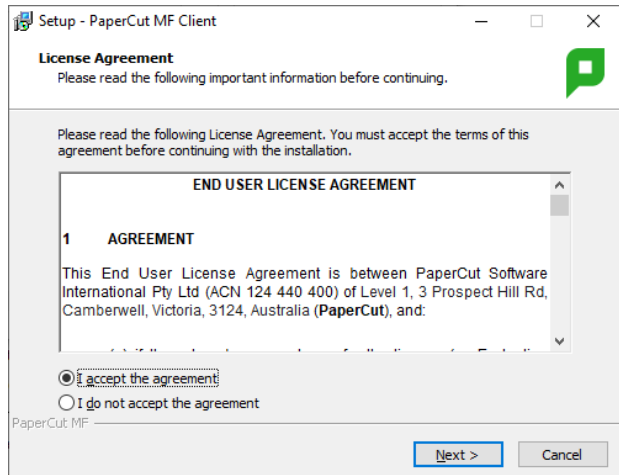
4. Double click on the Win folder



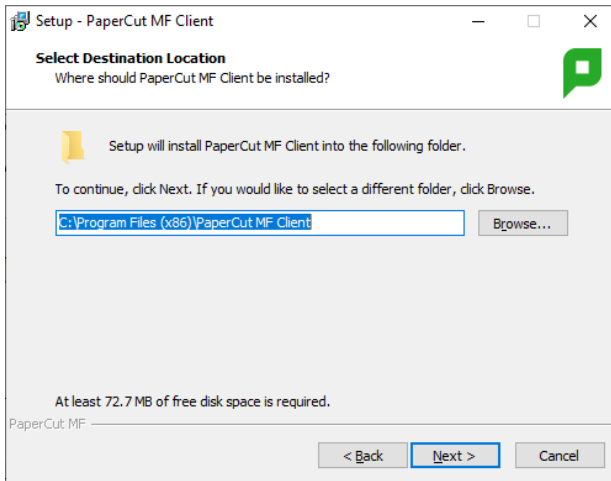
5. Browse down in the list and double-click on client-local-install.exe (your list may not show .exe on the end)



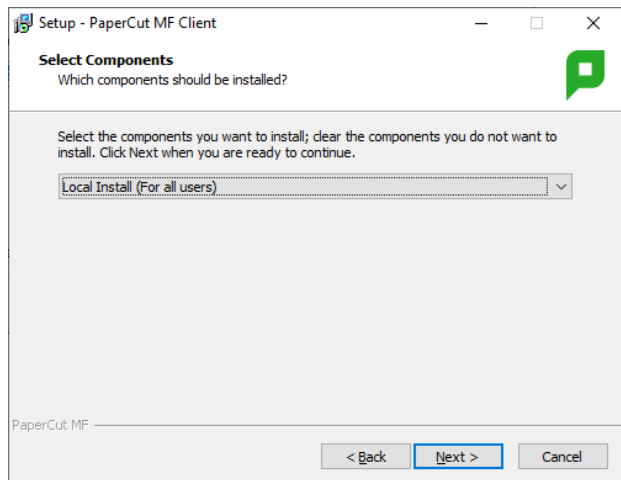
6. Accept the agreement and click Next



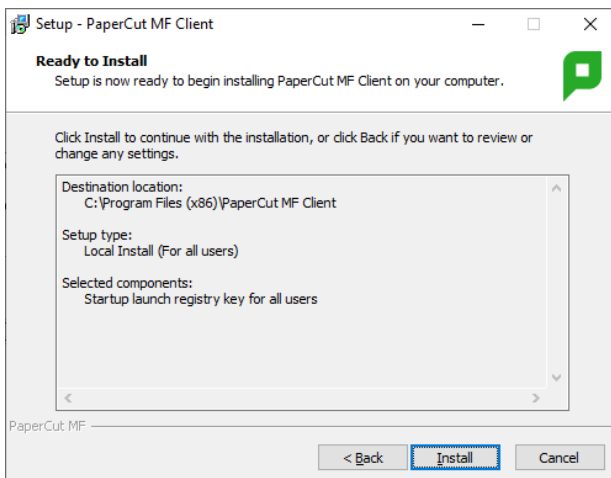
7. Leave the path as is and click Next



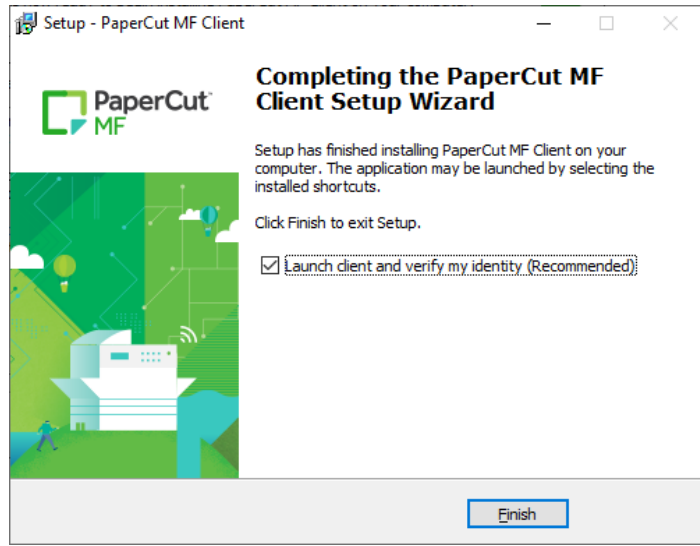
8. Leave Local install (all users) or (My account) as is and click Next



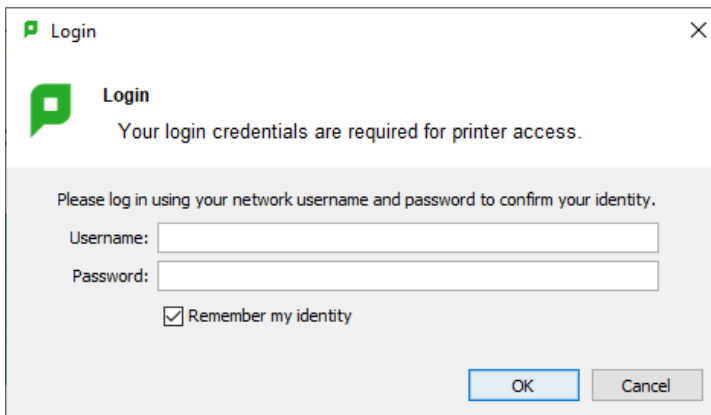
9. Click Install



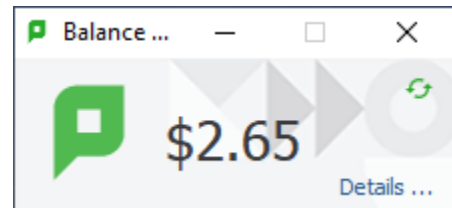
10. After it installs, leave “Launch client and verify my identity” checked and click “Finish.”



11. Enter your Username (eid) and password (“unthsc\” before the eid is not required)



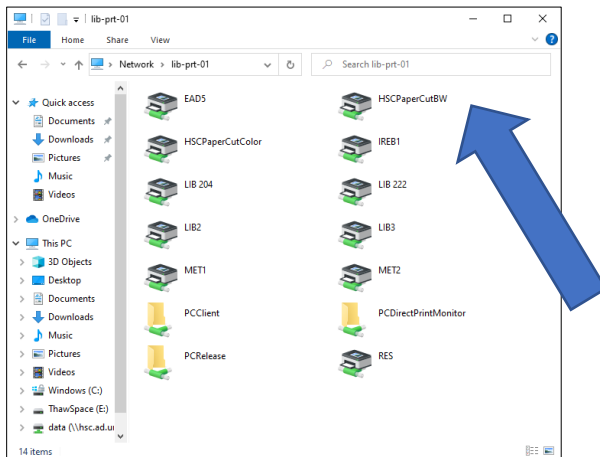
12. A popup showing your account balance will appear in the upper right-hand corner



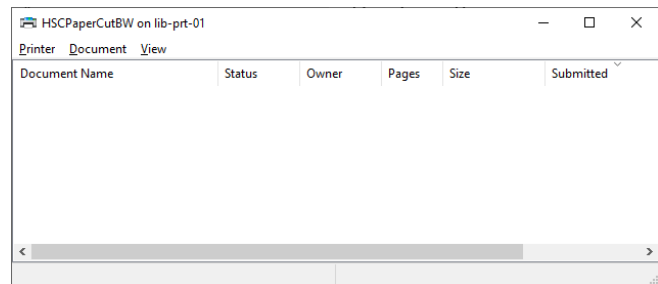
Add the PaperCut Printers

To Add Black and White Printer

1. In the Windows Explorer box you opened in step 1a above, click in the address bar again and enter <\\lib-prt-01.hsc.ad.unt.edu>; it should not ask you for your credentials

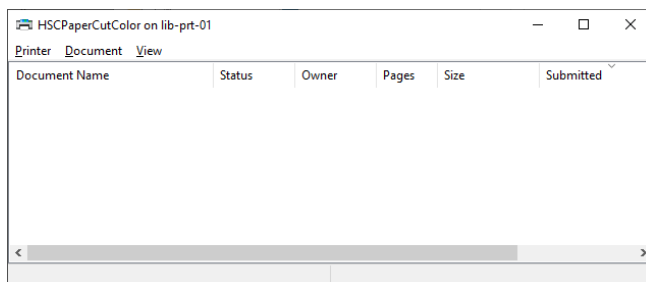


2. Double-click on **HSCPaperCutBW**; the black and white queue for PaperCut will be added; click Yes to allow changes (if requested)
3. A screen like this one will pop up when the queue is successfully added



To Add Color Printer

1. Go back to the Windows Explorer window and double-click on **HSCPaperCutColor** to add the color queue
2. A screen like the one below will open showing the color queue is added



Printing with PaperCut Printers

1. Open your app as usual and print according to that app's instructions; choose the printer to print to – either **HSCPaperCutBW** or **HSCPaperCutColor**
2. Go to a copier that matches the queue you selected in 3 above; login with your euid/password or use your badge
3. Print all or select Print Release to choose one or more jobs to print or delete