Installing PaperCut Drivers

1. Open the Windows Run box (Windows key + R)

![Run dialog box](image)

2. In the “open” input box enter (or copy/paste): `\lib-prt-01\PCClient\win`

   a. If requested, enter credentials with unhsc\{euid} and password; BE SURE TO CLICK “Remember my credentials.”

![Windows Security dialog box](image)
3. Browse down in the list and double-click on client-local-install.exe (your list may not show .exe on the end)

![Image of file explorer showing client-local-install.exe]

4. Accept the agreement and click Next

![Image of license agreement dialog box]
5. Leave the path as is and click Next

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

7. Click Install
8. After it installs, leave “Launch client and verify my identity” checked and click “Finish.”

![Completion of PaperCut MF Client Setup Wizard](image)

9. Enter your Username (euid) and password (“unthsc\" before the euid is not required)

![Login screen](image)

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

![Account balance popup](image)
Add the PaperCut Printers

To Add Black and White Printer
1. Open the Windows Run box, like you did in step 1 above, and enter (or copy/paste):
   \lib-prt-01\HSCPaperCutBW

2. It should not ask you for your credentials; click Yes to allow changes (if requested)

3. A screen like this one will popup when the queue is successfully added

To Add Color Printer
1. Open the Windows Run box, like you did in step 1 above, and enter (or copy/paste):
   \lib-prt-01\HSCPaperCutColor

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