

Installing PaperCut Drivers

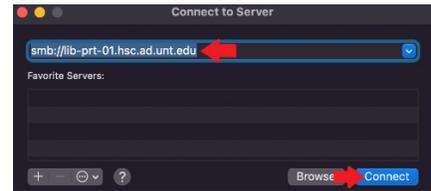
Mac OS Instructions:

BEFORE YOU BEGIN, Be sure to have your ethernet cable connected to your MacBook, or be currently connected to HSC Student wifi.

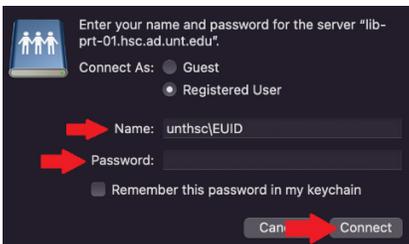
1. From the Mac OS Desktop, or finder, navigate to “Go” and then “Connect to Server”.



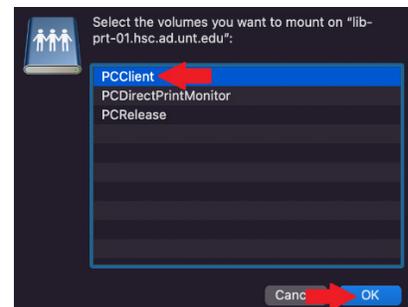
2. Enter the server address: `smb://lib-prt-01.hsc.ad.unt.edu` , then select “Connect”.



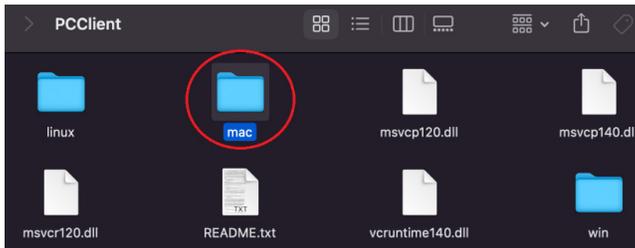
3. Enter your credentials as: `unthsc\EUID` , then use your MyHSC password.



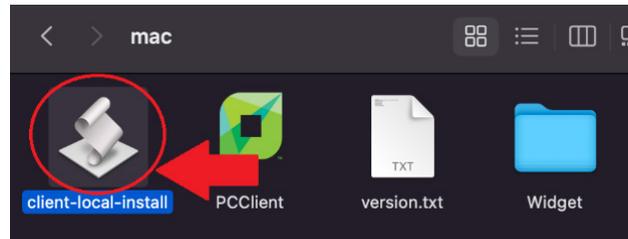
4. Select the “PCClient” volume, and click “OK”.



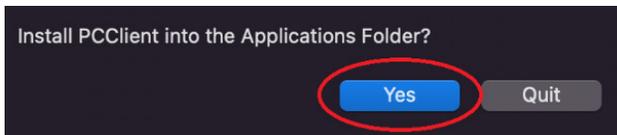
5. Open the “Mac” folder.



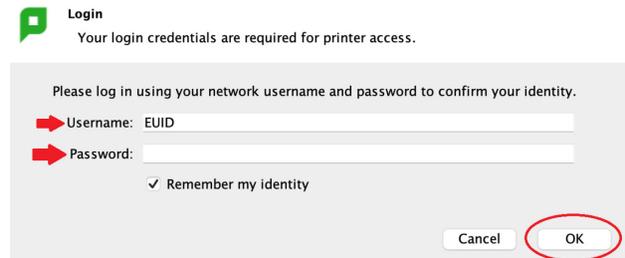
6. Run, or double-click the “client-local-install” setup file.



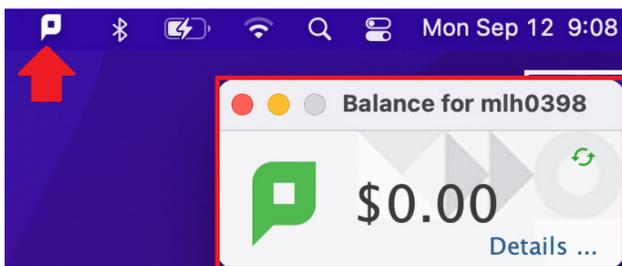
7. When prompted to “Install PCClient...”, select “Yes”.



8. PaperCut will ask for your HSC credentials. Enter your **EUID** and **MyHSC password** to continue. Select “OK”.



9. PaperCut is now installed. An icon will appear at the top right, and a small notification window will show your current balance, and user login name.

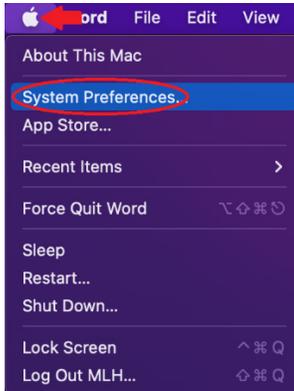


Installing PaperCut Printers

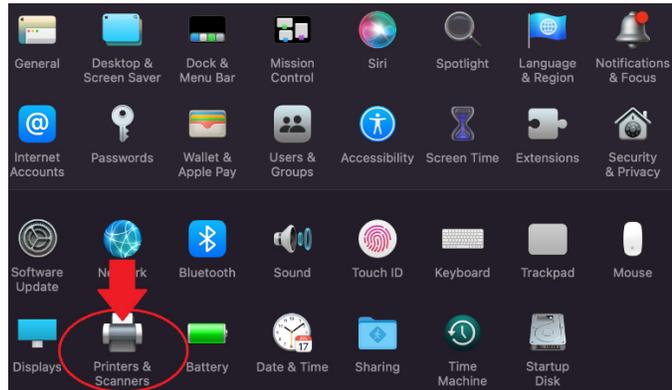
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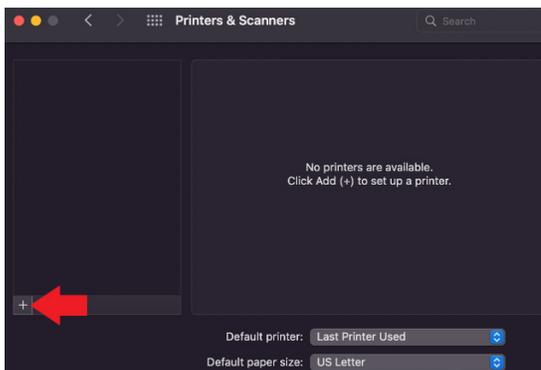
1. From the Mac OS Desktop, or finder, navigate to the Apple Menu and select “**System Preferences**”.



2. From the System Preferences window, select “**Printers and Scanners**”.



3. Select the “+” button to add your first Papercut Printer.



- To add the PaperCut **Black and white printer drivers**, select the “**Globe**” icon and enter the information exactly as displayed, and select **Add**.

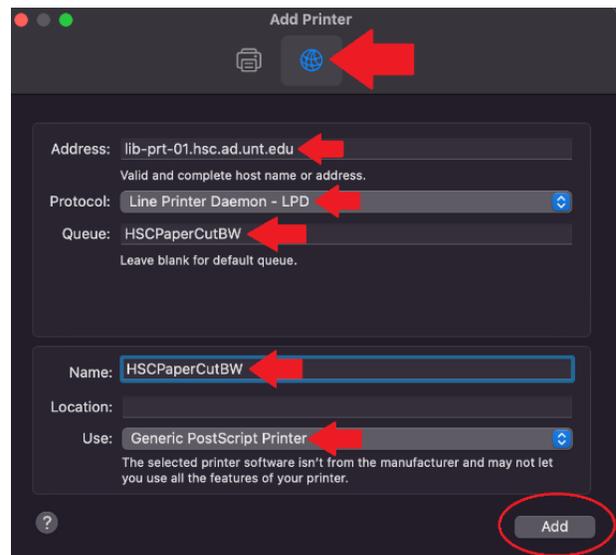
Address: *lib-prt-01.hsc.ad.unt.edu*

Protocol: *LPD*

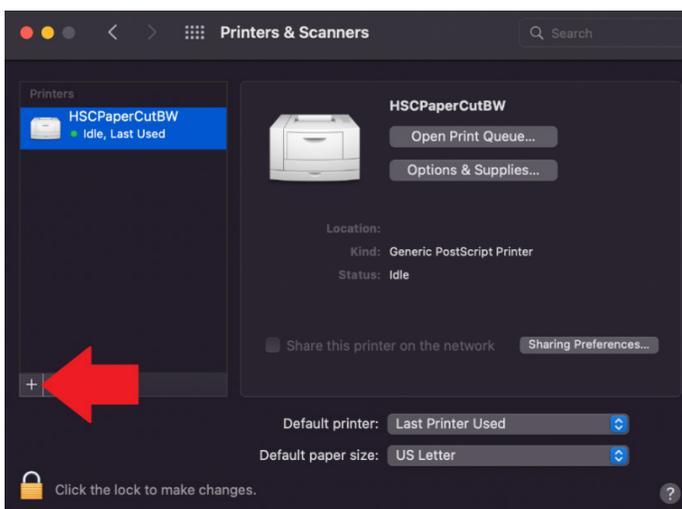
Queue: *HSCPaperCutBW*

Name: *HSCPaperCutBW*

Use: *Generic PostScript Printer*



- Navigate back to the “**Printers and Scanners**” window. Select the “**+**” button to add your second Papercut Printer.



- To add the PaperCut **Color printer drivers**, select the “**Globe**” icon and enter the information exactly as displayed, and select **Add**.

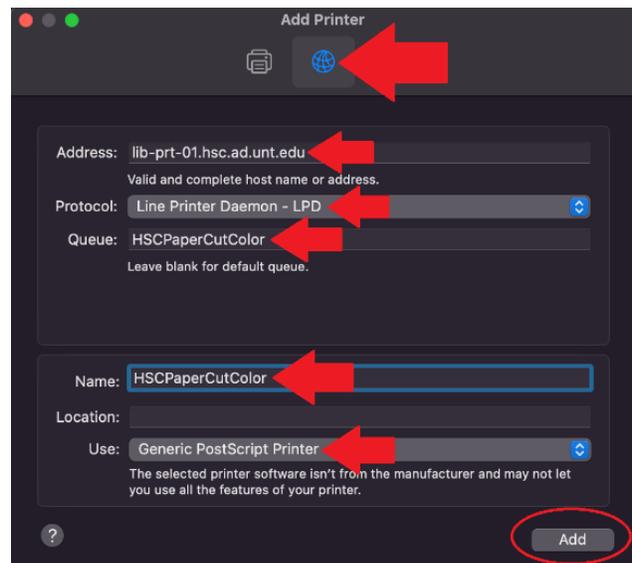
Address: *lib-prt-01.hsc.ad.unt.edu*

Protocol: *LPD*

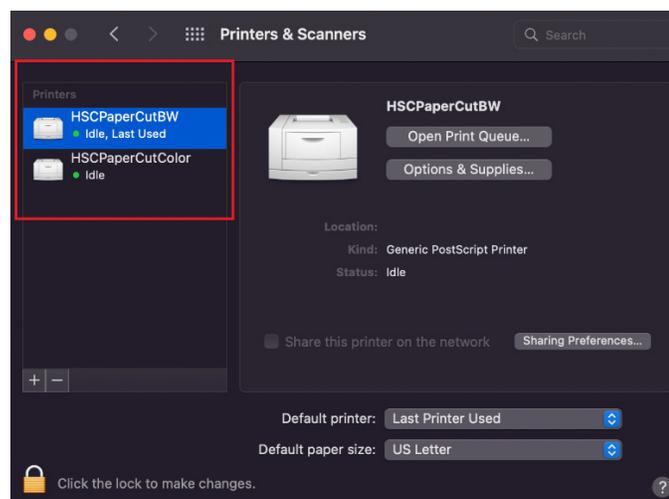
Queue: *HSCPaperCutColor*

Name: *HSCPaperCutColor*

Use: *Generic PostScript Printer*



- Both Black and White, and Color Papercut printers are now installed.

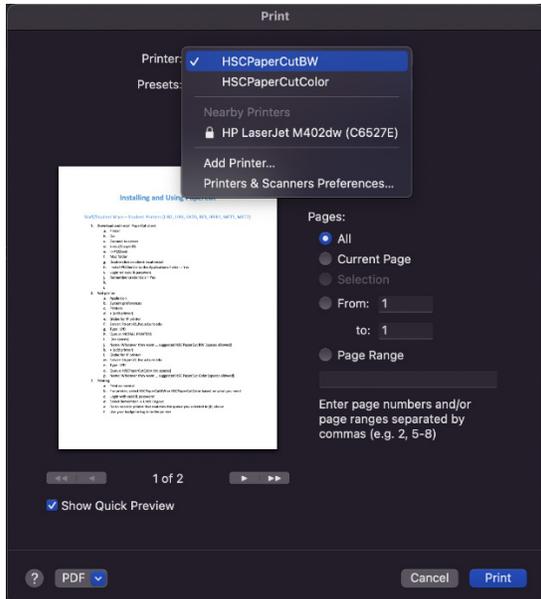


Printing with PaperCut Printers

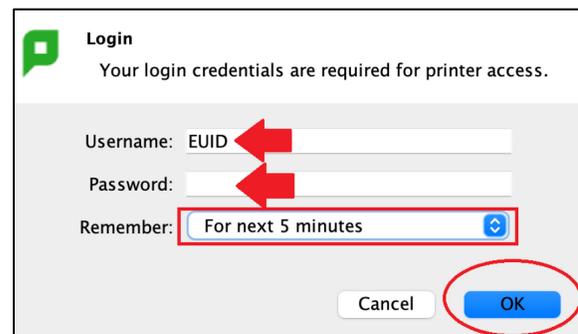
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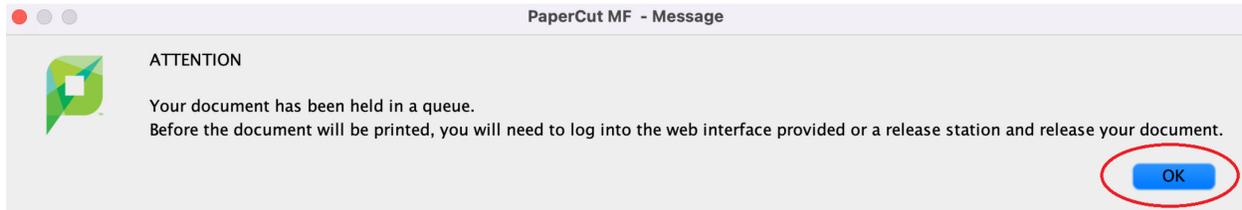
1. Whichever application you would like to print from, select “**Command+P, or File>Print**”. This will populate the print settings box. Select which Papercut Printer that you would like to use (**B/W or Color**). Select “**Print**”.



2. Now, enter your **EUID**, and **MyHsc** password to continue. Select from the drop-down menu how long you wish to stay logged into the PaperCut service, then select “**OK**”.



3. When you receive the following message, your print job has been sent to the PaperCut printing service. Select “OK” and make your way to the closest PaperCut Printer.



4. Place your student ID/Badge on the badge reading location of the printer. Your currently queued print jobs will be displayed on the printer screen. Simply select which print job you wish to print.

