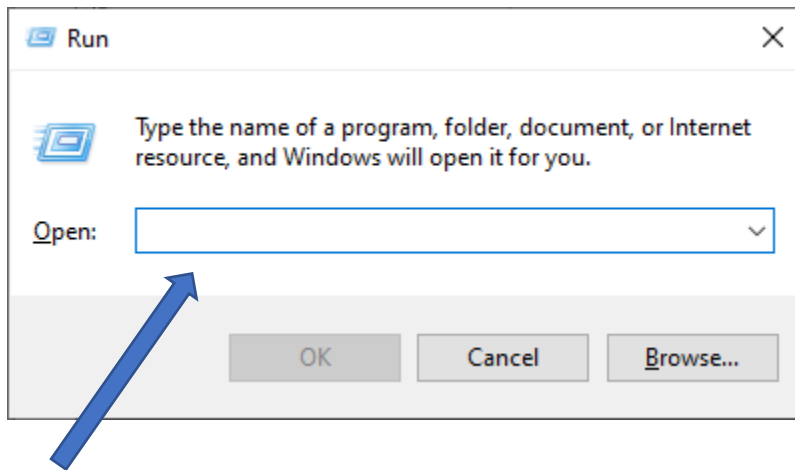


## Installing PaperCut Drivers

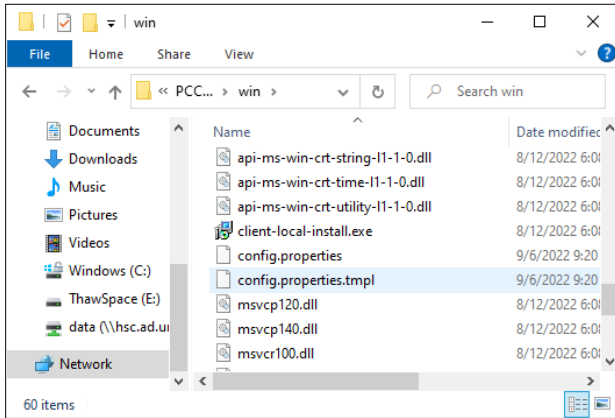
1. Open the Windows Run box (Windows key + R)



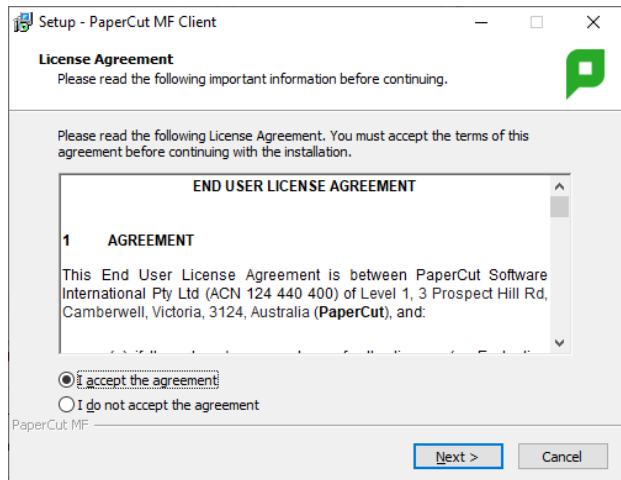
2. In the “open” input box enter (or copy/paste): [\\lib-prt-01\PCClient\win](#)
  - a. If requested, enter credentials with unthsc\{euid} and password; BE SURE TO CLICK “Remember my credentials.”



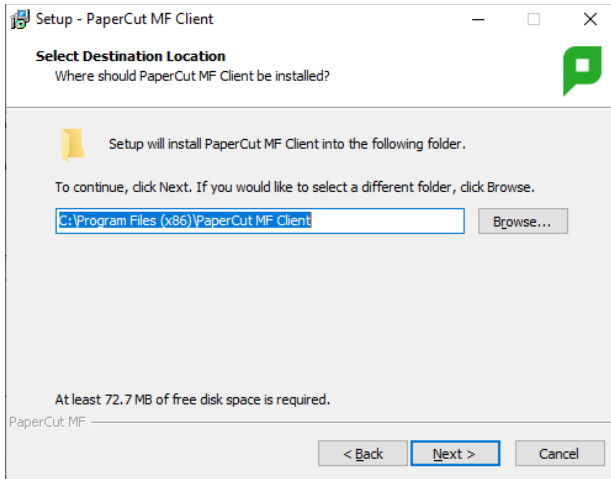
3. Browse down in the list and double-click on client-local-install.exe (your list may not show .exe on the end)



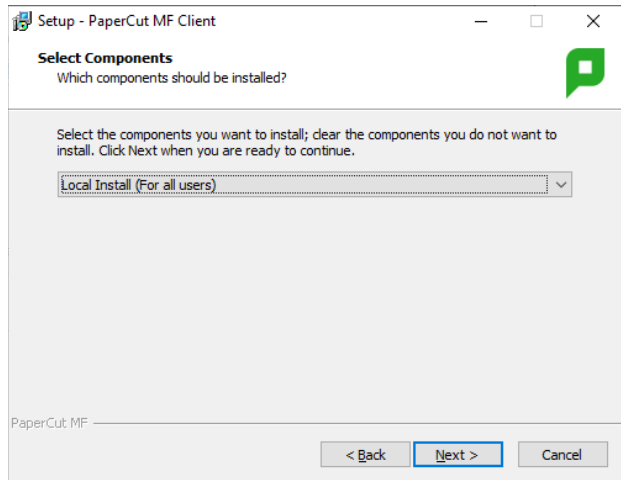
4. Accept the agreement and click Next



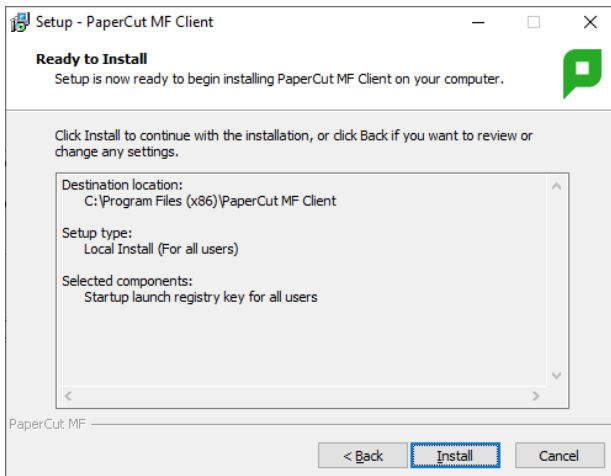
5. Leave the path as is and click Next



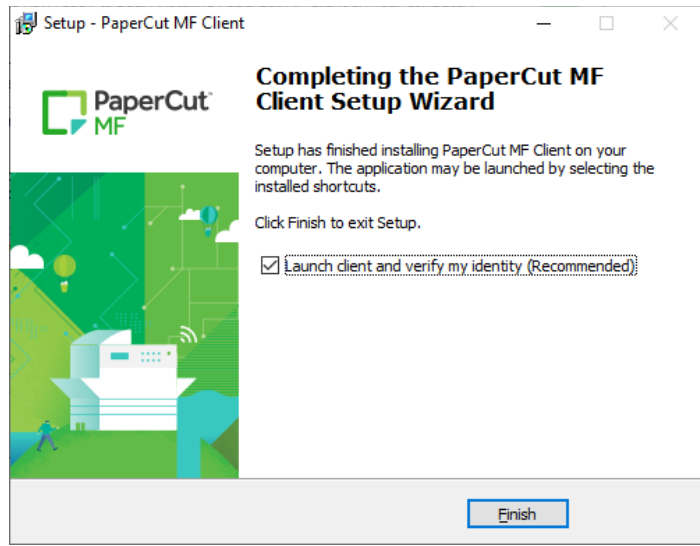
6. Leave Local install (all users) or (My account) as is and click Next



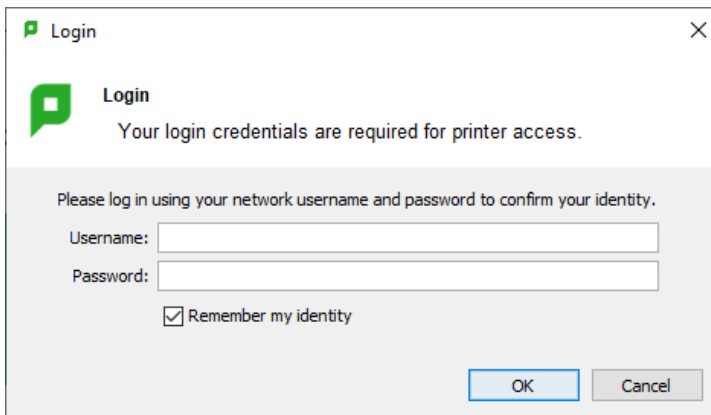
7. Click Install



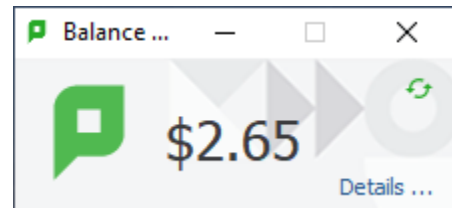
8. After it installs, leave “Launch client and verify my identity” checked and click “Finish.”



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



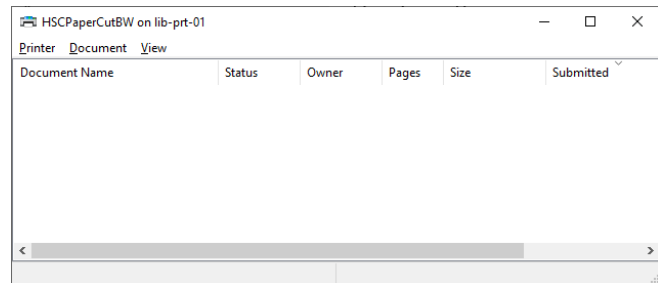
10. A popup showing your account balance will appear in the upper right-hand corner



## Add the PaperCut Printers

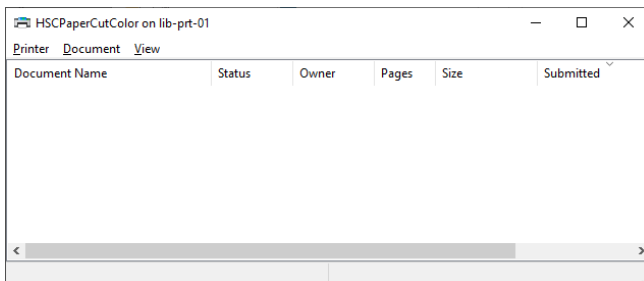
### To Add Black and White Printer

1. 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