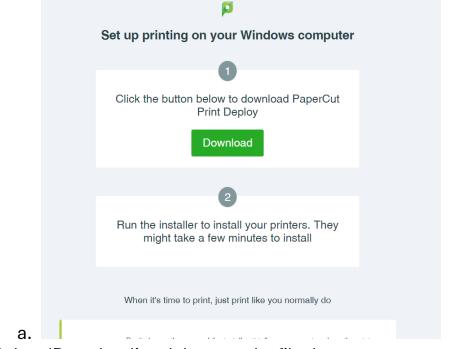


Installing Software to Print

Adding the Printer to your Windows PC

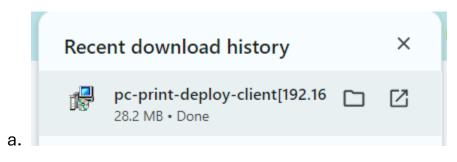
Please use these steps to install the new printer. This printer uses 'Follow Me' technology. This means that when you print to the printer, you can go to EITHER student printer to release your job. This will be discussed in greater detail in Chapter 4.

- 1. Please go to the following URL:
 - a. <u>Here</u>
 - b. Please note you MUST be on MSLaw for this to work.
- 2. You will be presented with the following screen:



3. Select 'Download' and then run the file that your computer downloads.





4. Once you have run the package, you will be presented with a new application.

PaperCut Print Deploy Client	
PaperCut P All your printers, in one place.	Sign In Please sign in so that the right printers are added to your devic Username
	Password
	Sign in and add printers
	Don't show me this again
	vl

- 5. Sign in with the username and password that you created in Chapter 1.
- 6. The application will now add the following Printer to your computer:
 - a. Follow_Me[Pharos][Mobility]



b.

PaperCut Print De	ploy Client						-		×
PaperCut.	My prii	nters Refresh			Q sea	rch print	ers, locat	tions	
My printers	Ľ	Follow_Me [Pharos](Mobility)	Everyone		1	Ĩ.	Instal	lled	^
Help v1.8.1781			1-1 o	f 1	<	<	>	>	

- 7. Now, when you go to print your documentation, you will print to that printer. The print job will be 'held' until you release it from a copier (see chapter 4 for more info).
- 8. You may now close out of the application.
 - a. As a note make sure the PC Print Deploy Icon is in the system





Adding the Printer to your Mac

Please use these steps to install the new printer. This printer uses 'Follow Me' technology. This means that when you print to the printer, you can go to EITHER student printer to release your job. This will be discussed in greater detail in Chapter 4.

- 1. Please go to the following URL:
 - a. Here
 - b. Please note you MUST be on MSLaw for this to work.
- 2. You will be presented with the following screen

	P
	Set up printing on your Mac
	0
	Click the button below to download PaperCut Print Deploy Download
	Run the installer to install your printers. They might take a few minutes to install
	When it's time to print, just print like you normally do
TIP	 Don't change the name of the installer; it tells your computer where the printer live

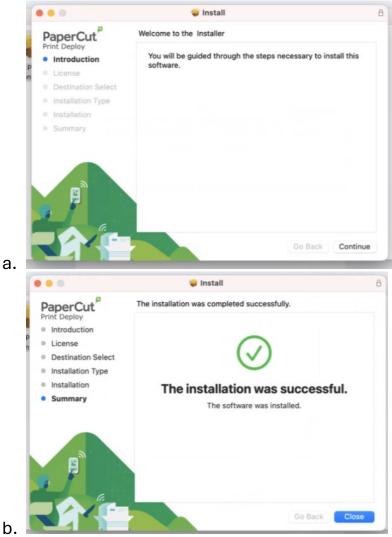


a.

3. Select the 'Download' button and run the .dmg that you downloaded.



4. This will take you through the PC-Print Deploy installer. Please just click through the menus until the installer has completed.



5. Once you have run the application, you will be presented with a new screen.



•••	PaperCut Print Deploy Client
PaperCut	Sign In Please sign in so that the right printers are added to your device. Username
	Password
	Sign in and add printers
	🗹 Don't show me this again
	v18.14

- 6. Sign in with the credentials you created in Chapter 1.
- 7. The application will add the following printer "Follow_Me" to your computer

• • •	PaperCut Pri	nt Deploy Client	badges.	
PaperCut	My printers Refresh	Q search printers, locations		
My printers	-			
 Add printers Help 	Follow_Me	Everyone	Installed	

- 8. Now, when you go to print your documentation, you will print to that printer. The print job will be 'held' until you release it from a copier (see chapter 4 for more info).
- **9.** You may now close out of the application.