**FINAL STEPS FOR MAC INSTALL**

Click on the 'Advanced' item in the toolbar and select the following.

Type: 'Windows printer (via spoolss)'
Device: 'Another Device'
URL: "smb://print-server/Campus_Queue_Lexmark"
Name: "Lexmark Campus Queue"
Location: leave blank
Use: 'Select Software...'

Once you select the Use to be 'Select Software...' a window called 'Printer Software' should appear. Search for "Lexmark" and then select 'Lexmark XM7100 Series'. Click 'Ok'.

Click 'Ok' until you get back to the 'Printers & Scanners' page. Then select 'Add'. The new printer should be added, and you should be ready to print!
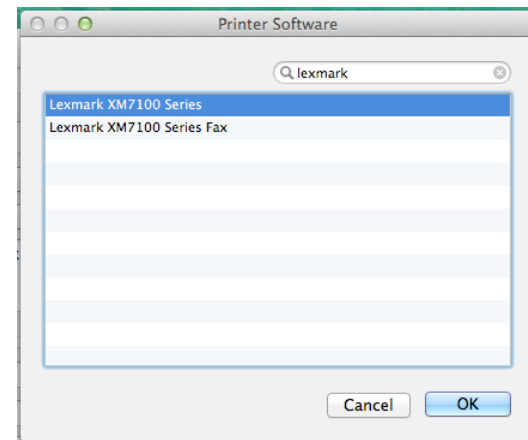
WHERE DID MY PRINT JOB GO?

After you have completed the steps to install the PaperCut software and printer drivers on your computer, you are ready to go to your favorite program and print. After you have selected the Campus_Queue_Lexmark printer and printed your document from a software package like Microsoft Word, Excel or Apple Pages, your print job then go to a central "server" computer. It will be stored there for 2-hours until you release the job to a printer.

To release your job from any campus Lexmark networked printer (the Library is a great place!), swipe your student ID card or enter either your Centre username/password or your student ID number into the printer interface, click the "release print job" icon on the printer screen and use the interface to select your print job and print!
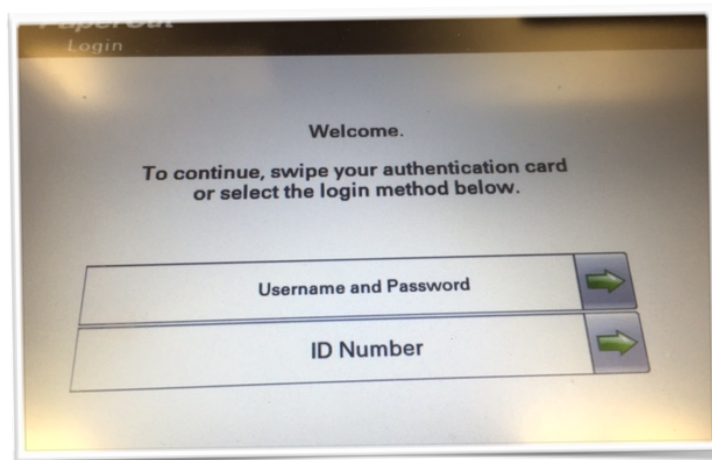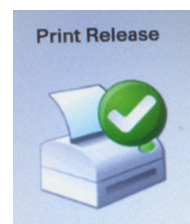
Check out our instructions on installing PaperCut for iPad or iPhone at helpdesk.centre.edu/?q=faq

Having problems with these installation instructions? WE'VE GOT YOUR BACK!!

Come and visit us in the ITS Technology Support Center- Monday through Thursday from 8am to 7pm and Friday from 8am to 5pm! OR call us at x5575!

CENTRE COLLEGE
Technology

Information Technology Services Technology Support Center

McReynolds Hall
859-238-5575 (p)
helpdesk@centre.edu
centrenet.centre.edu
helpdesk.centre.edu

PaperCut™
@ CENTRE COLLEGE

CENTRE COLLEGE
Technology

centre college student **guide**
to CAMPUS PRINTING

2015-2016

CAMPUS PRINTING

What IS PaperCut and why do I need it?

ITS implemented a campus-wide print accounting system called PaperCut® in partnership with Administrative Services' rollout of Lexmark MFP (multi-function printers) across campus. The software is relatively pervasive and allows students, faculty and staff to print from their Windows or Mac computers or their Android, iPad and iPhone devices.
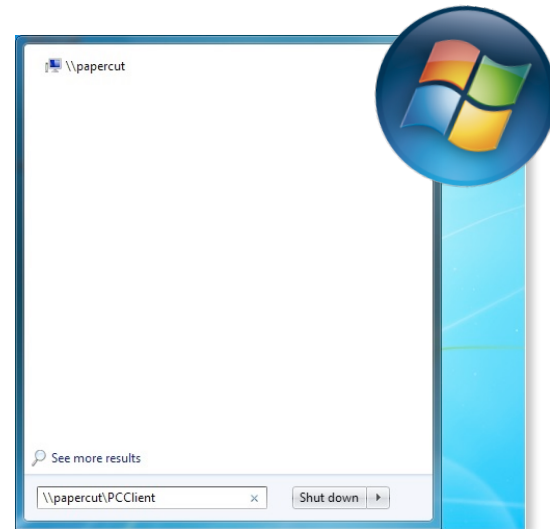
Network printing is available using shared multi-function printers (MFPs- printers, copiers, scanners) located in the academic and residential labs. Students are allocated $33.00 per year– the equivalent of 550 black and white printed pages for the entire academic year. Students may supplement their initial allocation by depositing funds for additional printing through our Papercut print management system by visiting the Cashier's Office in Horky House or the circulation desk of Centre's Grace Doherty Library. Visit http://helpdesk.centre.edu/?q=printing for a description of how to add funds to your account and use the PaperCut web interface. AFTER FOLLOWING THE INSTRUCTIONS BELOW, PLEASE READ THE BACK PANEL TO SEE WHERE YOUR PRINT JOB WILL GO!

How to print to campus printers from your Windows computer

To print from your personal PC you will need to do two things. First, you will need to add the PaperCut software to your computer. Next, you will need to add the Campus PaperCut Queue.
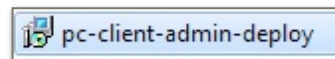
To add the PaperCut software to your computer please follow the instructions below.

STEP 1: Click the "Windows" or Start button, right click Computer, choose Properties. Then click Change Setting. Then change the WORKGROUP to CENTRE. You may be prompted to reboot after making this change. Then, type the following in the 'Search programs and files' textbox: "\\papercut\PCClient" *(shown above)*. Note: If prompted for your login credentials please enter your Centre username and password as demonstrated at the left.

STEP2: Next, double-click on 'win'. Then, double-click on 'pc-client-admin-deploy'. Go through the installation by clicking 'Next' until you get a notification saying that the installation is finished. This should install the PaperCut software on the computer.

STEP 3: To ensure that the PaperCut software continues to run, you will need to add it to your computer's startup. To do so, click on the 'Windows' button and then select 'All Programs'. Now, scroll down and select 'PaperCut MF Client'. In the folder, you should see the 'PaperCut MF Client' program. Next, go ahead and select 'Startup'. Once you have both the 'PaperCut MF Client' and 'Startup' folders open, then you want to click and drag the 'PaperCut MF Client' program from it's folder to the 'Startup' folder. This tells the computer to run the PaperCut software every time your computer is logged on.

STEP 4: Click the 'Windows' button on the taskbar and type the following in the 'Search programs and files' textbox: "\\print-server\campus_queue_lexmark"

If you are prompted, make sure to enter your Centre username/password. After this, the "campus_queue_lexmark" should be available in your list of configured printers. *That's it!*
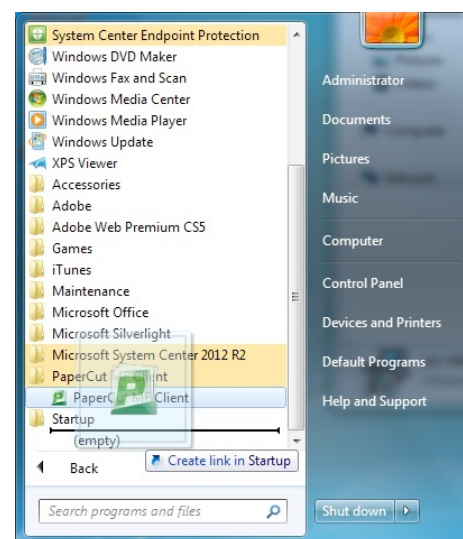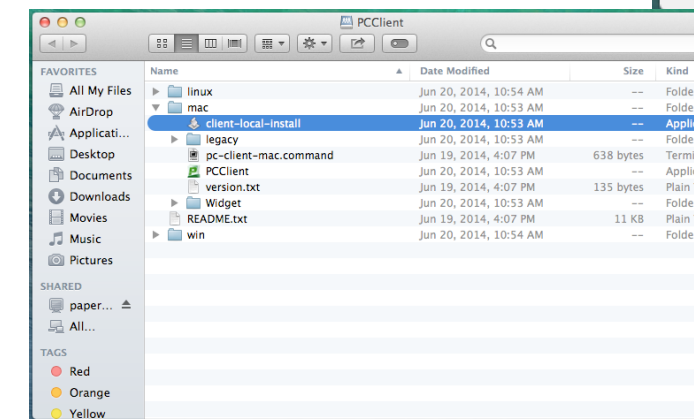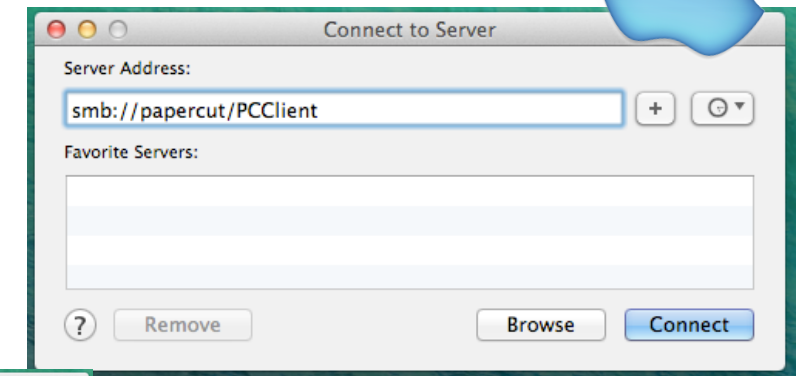
How to print to campus printers from your Macintosh computer

STEP 1: Go to your desktop. Click on 'Go' located in the top of the screen and click on 'Connect to Server.'

STEP 2: There should be a new window that appears. Type in "smb://papercut/PCClient" into the 'Server Address' and click 'Connect'. If prompted, please enter your Centre account credentials.

STEP 3: Click on 'Mac' and then double-click 'client-local-install' to install PaperCut into your Applications folder. You may wish to drag the PaperCut app to your dock since you will need to start it first to print to a network printer.

STEP 4: Once PaperCut has been installed on your computer, a new window should appear asking you for your Login Credentials. You should enter your Centre username and password. Make sure to select the checkbox labels 'Remember my credentials', and then click 'Ok'.

STEP 5: Navigate to the 'System Preferences' on your Mac and select 'Users & Groups' and then click on your profile.

STEP 6: Click on 'Login Items' at the top, and then click on the '+' sign below the word "column", then in the new window click on 'Applications' on the sidebar, select 'PCClient', and then click 'Add'.

ALMOST THERE! LAST STEP IS INSTALLING THE CORRECT PRINTER DRIVERS!

STEP 1: Go to your desktop. Click on 'Go' located in the top of the screen and click on 'Connect to Server.'
STEP 2: There should be a new window that appears. Type in "smb://papercut/lexmark" into the 'Server Address' and click 'Connect'.
STEP 3: Click on 'Mac_Drivers', then 'XM7155', and then double-click on 'XM7100Series...'
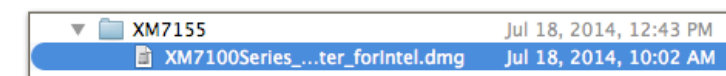
STEP 4: Navigate to the 'System Preferences' on your Mac. Select 'Printers & Scanners' and click on the '+' sign on the left side of the window. Select 'Add Printer or Scanner…'

TURN TO THE BACK PANEL FOR THE FINAL STEPS!