

Printing - Getting Started



To print to the Follow-Me Print Queues, you will first need to authenticate to the main system. This is a one time process per computer you log into. Follow these steps to get printing...

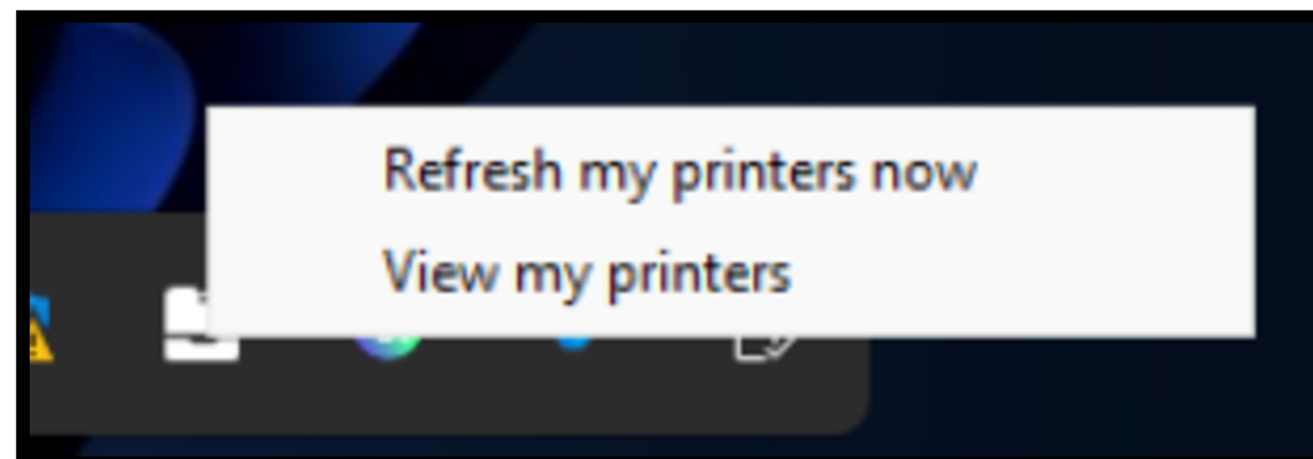
Step One

Launch the PaperCut Print Deploy software by clicking on the "Up Arrow" (A) located near the clock at the bottom right hand corner of your screen



Step Two

Right click on the "White" printer icon (B) and select "View my printers"



Printing - Authenticating



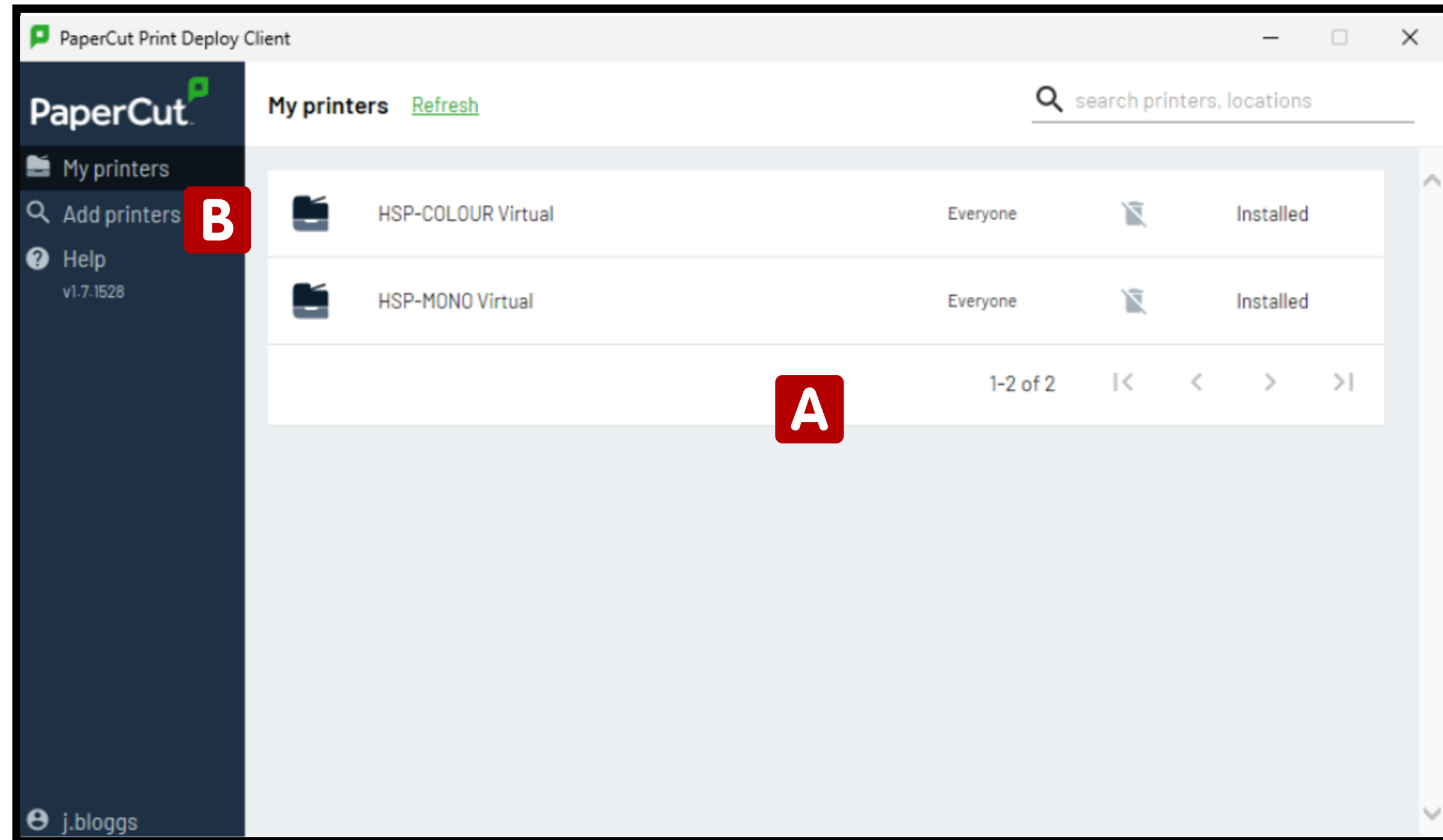
Step Three

The PaperCut Print Deploy Client will now launch.

You will be shown the printing queues that are automatically installed and ready to be used.

Step Four

If you want to print to a 'non-standard' printer, select the "Add printers" option from the menu on the left. (B)



Printing - Additional Printers



After clicking on the “Add printers” menu option, the screen will change to show additionally available printers.

You can install the additional printers, one at a time, by clicking the green “Install” button.

The screenshot shows the PaperCut Print Deploy Client interface. The window title is "PaperCut Print Deploy Client". The interface has a dark sidebar on the left with the PaperCut logo and navigation options: "My printers", "Add printers" (selected), and "Help v1.7.1528". The main area is titled "Add printers" with a "Refresh" link and a search bar labeled "search printers, locations". A table lists five printers, each with a printer icon, name, permissions, an "Install" button, and a status indicator.

Printer Name	Permissions	Action	Status
PRINTER-ADMIN	Everyone	Install	Not installed
PRINTER-FSA	Everyone	Install	Not installed
PRINTER-OFFICE	Everyone	Install	Not installed
PRINTER-YEAR3	Everyone	Install	Not installed
PRINTER-YEAR4	Everyone	Install	Not installed

At the bottom of the table, there is a pagination control showing "1-5 of 5" and navigation arrows.

Printing

Step Five

Once you have successfully authenticated, you will now be able to print to the school copiers and retrieve your prints from any device.

The Black and White queue "HSP-MONO Virtual" will always be set as the default printer

