Mac OS X Printer Installation Instructions

These instructions will guide you through installing the Papercut client and HP printer so that you can use Papercut to print.

Existing Papercut users

1. If you have the Papercut client already installed, remove it from your computer. In the Finder, use the Go menu, choose Applications. If you see the Papercut client, called PCClient, drag it to the Trash. If it can’t be moved to Trash because it’s open, you will need to quit the Process.
   a. Press Command + Space to pull up the Spotlight Search. Search for Activity Monitor.
   b. Open Activity Monitor, highlight UserClient, click on the “x” button above Process Name, and then click Quit.
   c. Drag PCclient to the Trash.
   d. Close Activity Monitor.

2. Go to System Preferences > Printers & Scanners. Delete any Papercut (or Community) printers you see there:
   a. Click on the printer to highlight it
   b. Click the minus sign button at the bottom left of the window,
   c. In the box that appears, confirm by clicking Delete Printer.
   d. Restart your computer.

Install the new Papercut Client and Printer

1. If you are not already logged in to your Wellesley Google account in your browser, do so now.

2. Download the 16.4 Papercut client, double click to launch the installer, and click through the instructions.

3. When the installer has finished, the PaperCut client will launch and prompt you to login. Log in with your Wellesley credentials.
4. After logging in, you will see the PaperCut client window appear in the top right of your screen.

5. The PaperCut client must be launched and logged into in order to print. For your convenience, put the PaperCut client in your Dock and remember to launch it before printing: Go to Finder > Applications, click on PCClient.app and drag it onto your Dock.
6. To set the Papercut client to automatically launch when your computer starts, go to **System Preferences > Users & Groups**.

7. Select your account, go to the **Login Items** tab, and click the "+" button to add an item.

8. Browse to locate the PCClient you just installed in the Applications Folder and double-click it to have it added to the list of Login Items.

9. You can launch the Papercut client manually any time from the Dock if it doesn’t auto launch by itself.

10. Go to **System Preferences > Printers & Scanners**. You should see a new printer called Papercut appear in your list of printers. To send jobs to the Papercut system, print to the Papercut printer.

11. The printer will print 2-sided (duplex) by default. If you need a job to print single-sided, before clicking Print select **Layout** (click on Copies and Pages) and change Two-Sided to Off.

**Print a test page:**

You may wish to print a test page to make sure the settings are correct and that you can print using PaperCut.

1. Print any page from any source.

2. Select the new Papercut printer you just set up and click **Print**.

3. Log in to Papercut with your Wellesley user credentials.

4. The page will be available at any release station. Log in to the release station with your Wellesley user credentials to release your print job.