Windows PC Printer Installation Instructions

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

Existing Papercut users

1. If you have the old Papercut client already installed, go to Control Panel > Programs and Features > Uninstall a Program. Select the Papercut MF Client and click on Uninstall.

![Uninstall or change a program](image)

2. In the Control Panel, go to Devices and Printers and remove any Papercut or Community printers you see there.

Install the new Papercut Client

1. Click on the Windows Start button and type `\printme.wellesley.edu\client\win` and hit Enter. (Windows 8 users may have to hold down the Windows key and press R).

2. Double click on “client-local-install.exe”. If prompted by a security warning or User Access Control, choose Run followed by Yes. This will install the Papercut client associated with the new print server. Windows 7 users, skip to step 4.

3. **Windows 8 and 10 Users:** Locate and double-click on “win8print.reg” in the same \printme\client\win folder to run a patch before installing the printer. Windows will ask you whether you want to import the settings in this file into the Registry. Click Yes to all
the prompts.

4. In the PapercutMF Client Setup window, choose **Next**, then **I accept the agreement**, and then **Next**.

5. When you’re asked, “Which components should be installed?”, choose “**Local Install (For all users)**”, click **Next**, then **Install**, then **Finish**. This may take a minute.

6. When the installer has finished, the PaperCut client will launch and prompt you to login. Log in with your Wellesley credentials.

7. **Restart your computer** after confirming that PaperCut allows you to log in.

**Install the new HP Printers**

1. Click on the Windows Start button and type \printme in the text box, then press **Enter**.

2. Double click on the **Papercut** printer. You may be prompted to trust a driver. Click **Install Driver**. Click **Continue** if prompted by User Access Control.
The Papercut printer will be installed and will appear in Devices and Printers.

Two-sided (duplex) vs. Single-sided printing:

1. The Papercut printer will print 2-sided (duplex) by default.

2. If you want to print single-sided, in the application you are using go to File > Print. Under Settings: click on the arrow next to Print on Both Sides and choose Print One Sided. Your job will print single-sided.

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.