Installing the PCClient on a PC

This will need to be done only once on a machine.

1 Click on the **Start Menu** icon in the bottom left corner of the screen. Type **papercut** into the search bar and press **Enter**.

2 The Papercut window will pop up. Double click on the **PCClient**.

3 In the folder should be three folders (**linux**, **mac** and **win**). Double click on the **win** folder to access the installation file for PCClient.

4 Double click on the **client-local-install** file to start the installation wizard. Follow the prompts for the wizard.

5 Once you have finished the installation wizard, the PCClient should be installed and ready for all users on the PC.
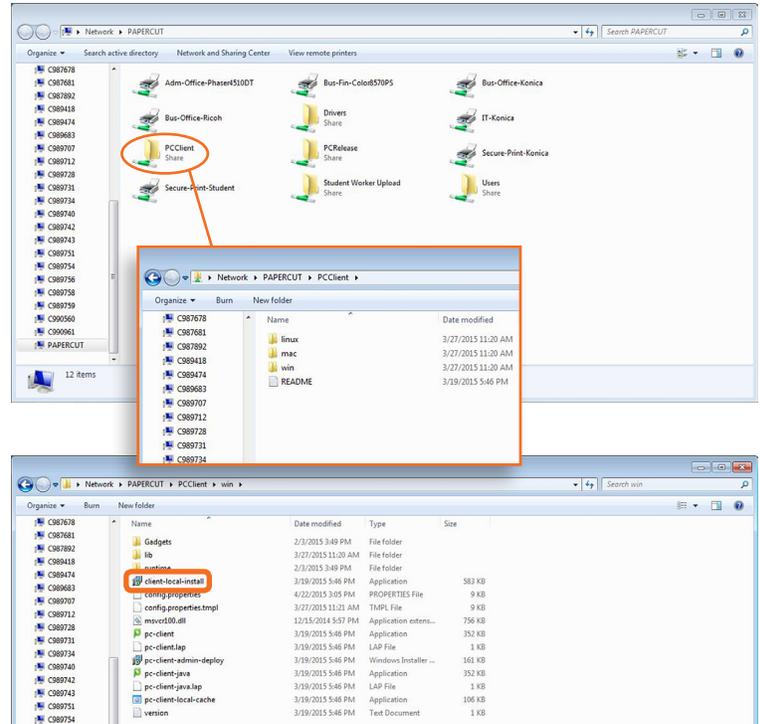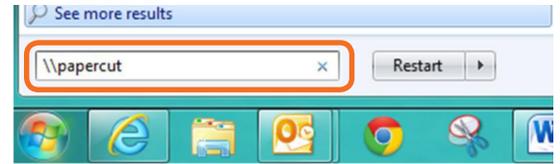
Printing and Loggin In

After logging into the computer or sending a print, a window will pop up asking for some credentials. Enter the username and password that has been provided to the department head. *You can select how long you would like to stay logged in (ie Until I Logout).*
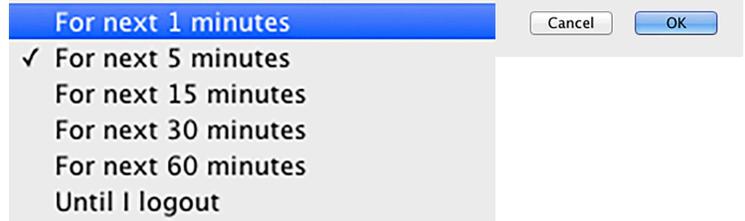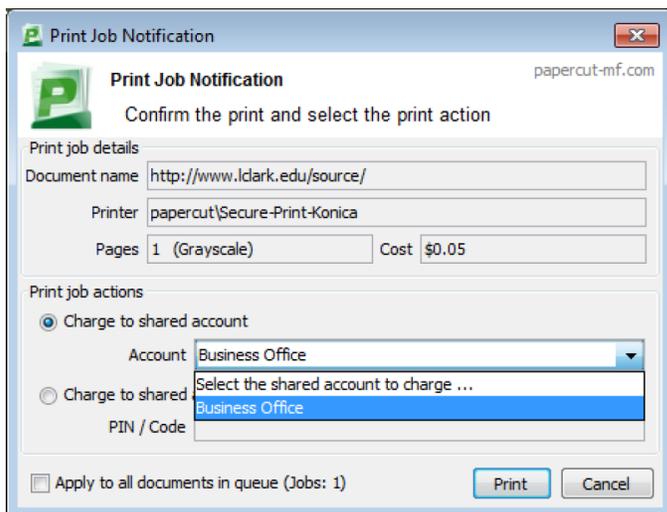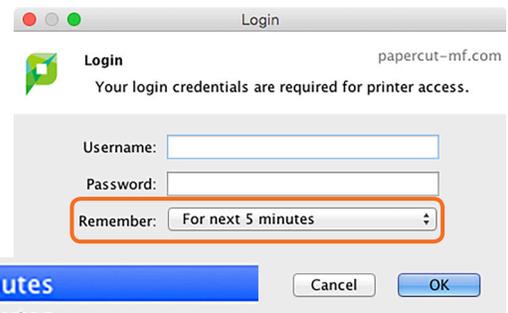
If you are responsible for charging mulitple departments, another window will pop up after sending the print asking for the department to charge (see image to left).