

Loading Print Driver from Mac

1 Click on the apple  at the top left hand side of the screen. Click **About This Mac**, a window should pop up (check image below) on your screen so you can verify the version (Ex: 10.9) currently installed.

2 Make sure to insert the POA flash drive into the computer to access the print drivers.

3 Find the corresponding folder for the version of OS. Open it and double click on the driver install file to launch the wizard.

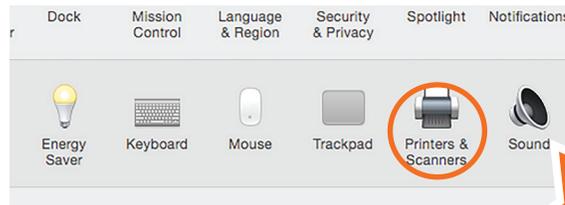
4 During the installation wizard, a box will pop up, just select **Continue** and **Agree**. At one point you will be prompted to enter a user name and password—ask the person to enter their credentials to finish the installation.



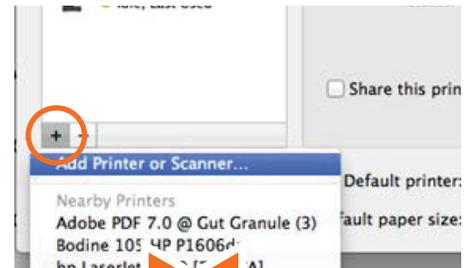
5 Select the apple  from the top left hand side of the screen and select **System Preferences**.



6 Select **Printers and Scanners**.



7 In the **Printers and Scanners** window, select the + sign in the bottom left.



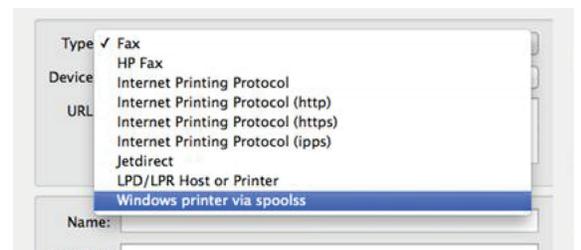
8 When the window opens, hold down the **Control** key and click in the empty space next to the **Windows** icon to open a menu. Select **Customize Toolbar**.



9 Click and drag the **Advanced** icon next to the **Windows** icon, then select **Done**.

10 Select the **Advanced** icon.

11 Select the pull down for **Type** and select **Windows Printer via Spools**.



- 12** Fill out the fields as below:
URL: type `smb://papercut/secure-print-student`
Name: type `Secure-Print-Student`

- 13** In the **Use** section, select **Select Software**.
 In **Filter** type the model of the copier you have (i.e. `C654e`), select it and click **OK**.

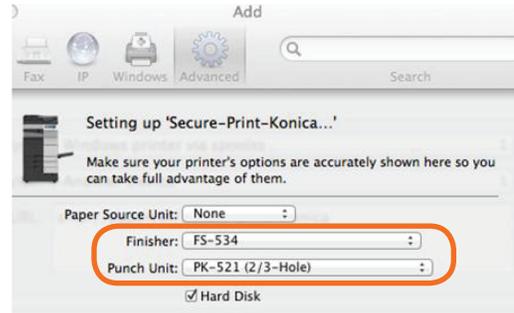
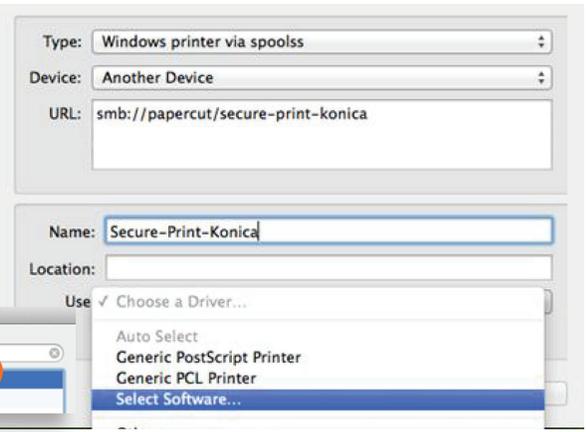
- 14** Click **Add** to add the printer.

- 15** Under the printer's options select the following (if your machine comes with a finishing unit):

Finisher: FS-534

Punch Unit: PK-521 (2/3-Hole)

- 16** Click **OK**.

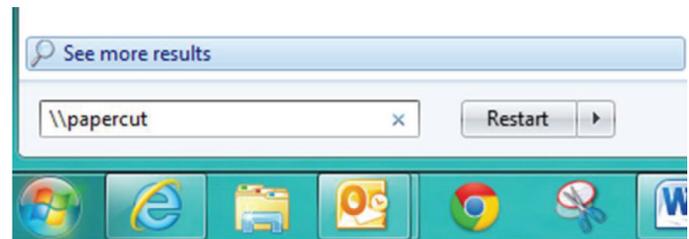


Loading Print Driver from Windows

- 1** Click on the **Start** menu and type : `\\papercut`

- 2** Click enter.

- 3** Double Click on  **Secure-Print-Student**



Mac: Setting PCClient for Student Printing as a Log In Item

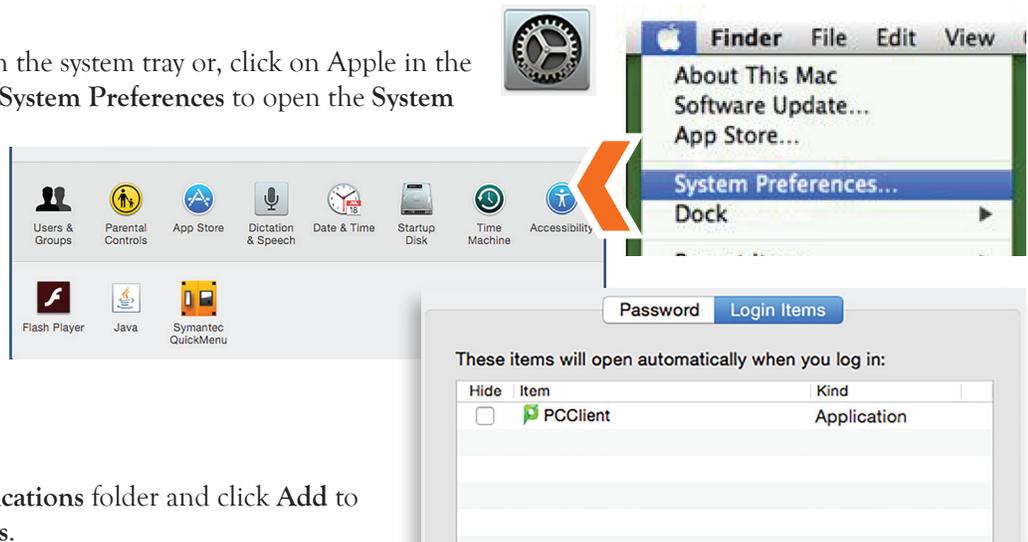
This will need to be done for every first-time user logging in for the first time on a machine.

- 1** Click on the **System Preferences** icon in the system tray or, click on Apple in the upper left-hand corner, scroll down to **System Preferences** to open the **System Preferences** box.

- 2** Click on the **Users & Groups** icon to launch.

- 3** Next, click on the **Login Items** to access what applications need to be started when logging into the computer.

- 4** Click on the +, navigate to the **Applications** folder and click **Add** to add the **PCClient** to the **Login Items**.



Mac: Setting PCClient for Student Printing as a Log In Item

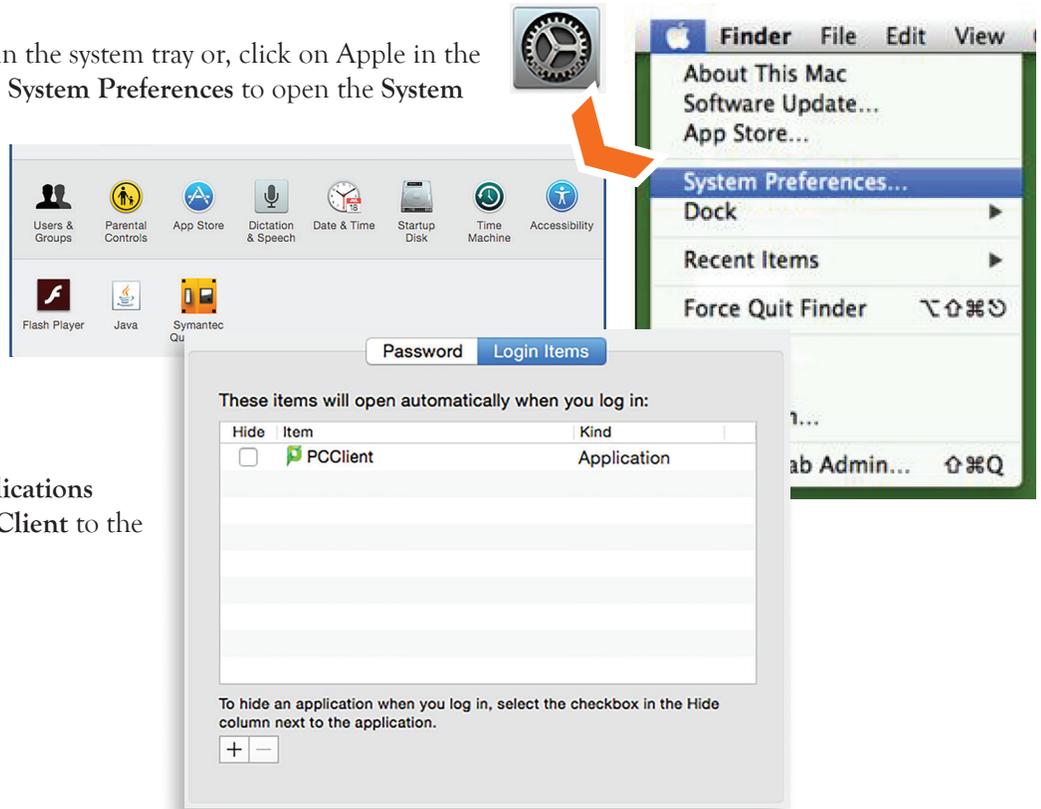
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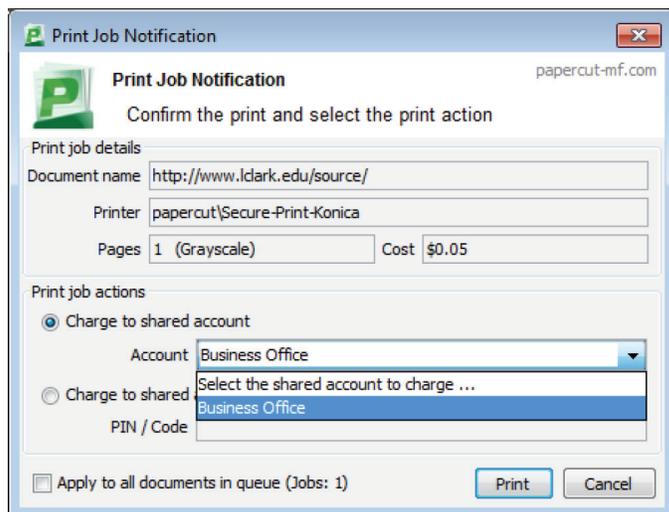
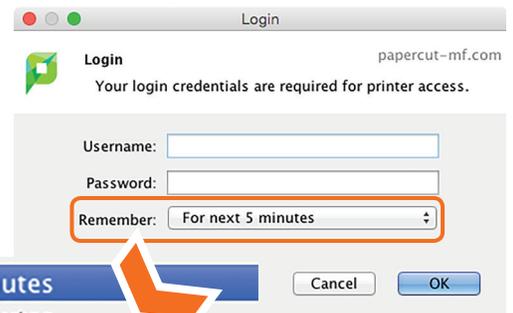
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Student Printing and Login In

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 multiple departments, another window will pop up after sending the print asking for the department to charge (see image to left).