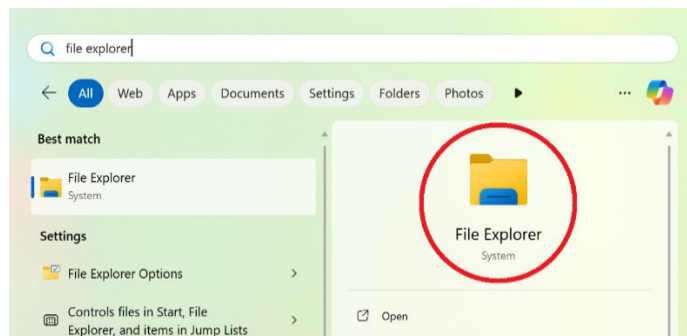


Setting Up Staff Papercut Printing on Windows 11

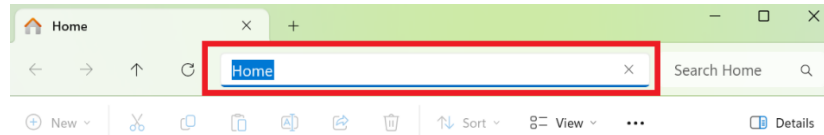
1. Verify your computer is connected to ethernet via a dock or a (usually) yellow ethernet cable
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2. Log into the computer as yourself with your school login
-

3. Press the Windows key and type "File Explorer," then open File Explorer once it shows up by clicking on it or pressing enter.



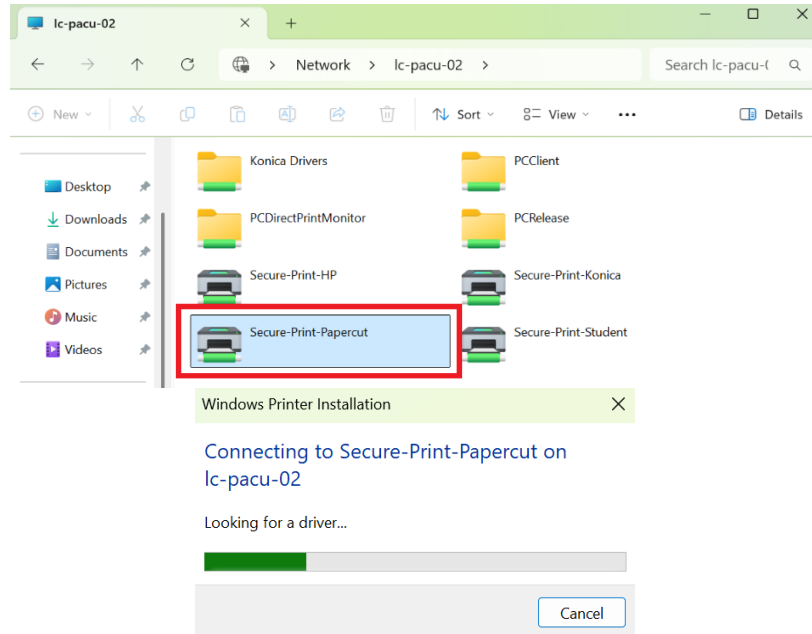
4. Click the address bar at the top, which by default should say "Home"



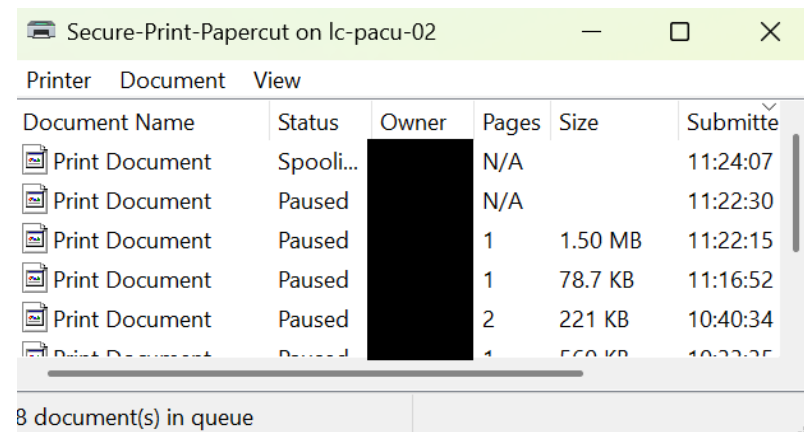
5. The search bar should turn into a text box. Erase what's already there and replace it with the text "**\\lc-pacu-02**". Be sure to use backslashes rather than forward slashes!



6. You should now see a few folders with names like “Konica Drivers,” “PCClient,” etc. Now, double-click the printer icon labelled “**Secure-Print-Papercut**”. A popup should appear with a loading bar. It may ask you to give your password to authorize the action.



7. The popup should only need a few seconds to finish loading, after which a print queue window should appear. At this point, you can close the print queue and the file explorer as your printer is now set up.



8. Next time you print, send the job to “Secure-Print-Papercut” and it should now appear for release on the departmental printer in your office. You may have to click “**See more...**” if you’re using it for the first time on Chrome

