Install PaperCut Client on Windows 7 or Windows 8

When you finish installing PaperCut, the client will automatically run every time you turn on your computer and it will minimize to the notification area (bottom right hand corner of screen). **It will only ask you login the first time you send a print job and it will remain logged in until you restart or turn off the computer.**

1. Go to the following link to **Download and Save** the PaperCut Client installation files. https://my.lls.edu/system/files/itd/docs/papercut-win.zip
2. Click on "Save" or "Save as" M*ake sure you know the location that file is been saved to.*
3. Look for the **"papercut-win"** folder. Default location might be the "Download" folder.
4. Right Click on the **"papercut-win"** folder and select **"Extract All"**
5. Make sure that "Show extracted files when complete" is checked mark and Click on **"Extract"** *After extraction the "papercut-win" folder will open automatically*.
6. Open the **"papercut-win"** or/and "**win**" folder.
7. Double click on **"client-local-install"** file.
8. Click **"Run"** on the Security Warning window or/and **"Yes"** on the User Account Control warning pop-up window.
9. Click **"Next"**
10. Select **"I accept the agreement"** and click **"Next"**
11. Click **"Next"** and then **"Next"** one more time.
12. Click **"Install"**
13. **Uncheck** the **"Launch client and verify my identity"** and click **"Finish"**
14. **Restart computer**

Install Black & White Printers on Windows

There are five black & white printers, but you just need to install one printer since users need to login to the printer and release their prints jobs. Users can login to any of the five printers to release their print jobs.

1. Open **Control Panel**
    - **Windows 7:** Click **Start** then select **Control Panel**
    - **Windows 8:** From Desktop using a mouse point to the lower-right corner of the screen, and then click **Settings** and then select **Control Panel**
2. Click on **Hardware and Sound**
3. Click on **Devices and Printers or View Devices and Printers**
4. Click on **Add a Printer** on top

5. **Windows 7 users only:** Click on **Add a network, wireless or Bluetooth printer**

6. Click **The printer that I want isn't listed**

7. Under **Select a shared printer by name** type: **http://printserv.lls.edu:631/printers/library-blackandwhite-printers**

8. On the popup windows select **HP** from the left list and **HP LaserJet M9050 MFP PCL6** from the right list and click **OK**

9. You should get a window telling you that *"You've successfully added Library-BlackandWhite-printers"* click **Next.**

10. Click **Finish**

11. Go back to **Devices and Printers**

12. Right click on the printer label "**Library-BlackandWhite-printers on http://printserv.lls.edu:631**"

13. Select *'Printer Properties'* from the menu

14. Click on the *'Device Settings'* tab.

15. Under *'Installable Options'* click on '*Duplex Unit (for 2-sided printing):'* and select *'Installed'* from the drop down menu.

16. Click on *'Apply'* and *'OK'*

Install Color Printer on Windows

1. Open **Control Panel**

    - **Windows 7:** Click **Start** then select **Control Panel**

    - **Windows 8:** From Desktop using a mouse point to the lower-right corner of the screen, and then click **Settings** and then select **Control Panel**

2. Click on **Hardware and Sound**

3. Click on **Devices and Printers**

4. Click on **Add a Printer** on top

5. **Windows 7 users only:** Click on **Add a network, wireless or Bluetooth printer**

6. Click **The printer that I want isn't listed**

7. Under **Select a shared printer by name** type: **http://printserv.lls.edu:631/printers/library-color-printers**

8. On the popup windows select **HP** from the left list and **HP Color LaserJet CM6040 MFP PCL6** from the right list and click **OK**

9. You should get a window telling you that *"You've successfully added Library-Color-printers"* click **Next.**

10. Click **Finish**

11. Go back to **Devices and Printers**

12. Right click on the printer label "**Library-Color-printers on http://printserv.lls.edu:631**"

13. Select *'Printer Properties'* from the menu

14. Click on the *'Device Settings'* tab.

15. Under *'Installable Options'* click on '*Duplex Unit (for 2-sided printing):'* and select *'Installed'* from the drop down menu.

16. Click on *'Apply'* and *'OK'*