

## Install PaperCut Client on Windows 10

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” *Make 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. Click **Start**  from the lower-right corner of the screen.
2. Click on **Settings** 
3. Click on **Devices** 
4. Click on **Add a Printer or Scanner**
5. After a few seconds click **The printer that I want isn't listed**
6. Under **Select a shared printer by name** type:  
**<http://printserv.lls.edu:631/printers/library-blackandwhite-printers>**

7. On the popup windows select **HP** from the left list and **HP LaserJet M9050 MFP PCL6** from the right list and click **OK**
8. You should get a window telling you that *“You’ve successfully added Library-BlackandWhite-printers”* click **Next**.
9. Click **Finish**
10. Go back to **Devices and Printers**
11. Right click on the printer label **“Library-BlackandWhite-printers on http://printserv.ils.edu:631”** Or Left click and select **Manage**
12. Select **‘Printer Properties’**
13. Click on the **‘Device Settings’** tab.
14. Under **‘Installable Options’** click on **‘Duplex Unit (for 2-sided printing):’** and select **‘Installed’** from the drop down menu.
15. Click on **‘Apply’** and **‘OK’**

#### Install Color Printer on Windows

1. Click **Start**  from the lower-right corner of the screen.
2. Click on **Settings** 
3. Click on **Devices** 
4. Click on **Add a Printer or Scanner**
5. After a few seconds click **The printer that I want isn’t listed**
6. Under **Select a shared printer by name** type:  
**http://printserv.ils.edu:631/printers/library-color-printers**
7. On the popup windows select **HP** from the left list and **HP Color LaserJet CM6040 MFP PCL6** from the right list and click **OK**
8. You should get a window telling you that *“You’ve successfully added Library-Color-printers”* click **Next**.
9. Click **Finish**
10. Go back to **Devices and Printers**
11. Right click on the printer label **“Library-Color-printers on http://printserv.ils.edu:631”** Or Left click and select **Manage**
12. Select **‘Printer Properties’**
13. Click on the **‘Device Settings’** tab.
14. Under **‘Installable Options’** click on **‘Duplex Unit (for 2-sided printing):’** and select **‘Installed’** from the drop down menu.
15. Click on **‘Apply’** and **‘OK’**