

Install PaperCut Client on Apple/MacBook

The PaperCut client will **not** run automatically unless user includes the program as one of the startup programs. **If the PCClient app is running, it will only ask you to log in 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.
macOS 10.15 Catalina and 11 Big Sur:
<https://lmu.box.com/shared/static/9nraju0oacixvn7o08935azhemn5b8wx.zip>
macOS 10.13 High Sierra and 10.14 Mojave:
<https://my.ils.edu/system/files/itd/docs/papercut-mac.zip>
2. Depending on your default browser you might need Click on “Save”. ***Make sure you know the location that is been saved to.***
3. Look for and unzip/open the “**papercut-mac.zip**” file that you downloaded in step 1 (default location might be the “Downloads” folder.)
4. Open the “**mac**” folder and move (drag and drop) or copy paste the **PCClient** file to the **Applications** folder.
5. From the **Applications** folder open/launch the **PCClient** program, you should get a warning message asking if you want to open the program, **Click Open.**
 - **If you get the following message** “ PCClient cannot be opened because the developer cannot be verified.” Click cancel and don’t double-click to open
 - To Open you need to Hold the Ctrl key and click PCClient or right click on PCClient and select Open from the menu.
 - Select Open from the pop-up window

Note: If the PCClient app is running, you will see a “**P**” icon in the top menu bar. You can click on the “**P**” icon to view balance window.



Set PaperCut to start automatically for Apple/MacBook users

MAKE SURE YOU HAVE OPEN/LAUNCH the PCClient PROGRAM AT LEAST ONE TIME.



1. Click the apple icon on the top left corner of screen and select System Preferences.
2. Under System click on Users & Groups
3. Select your user name from the left side and Click on Login Items on the right side.
4. Click on the + on the bottom of the window.
5. Go to your Applications folder, select PCClient and click Add.
6. Close the Users & Groups window and restart computer
7. After restart, the PCClient icon should appear in your Dock.

Install Black & White Printers on Apple/MacBook

There are four black & white printers in the Computer Lab (CRC) and one in the Student Lounge, but you just need to install one printer since users can login to any of the five printers to release their print jobs.

1. Click the Apple menu  on the top left corner of screen and select **System Preferences**.
2. Click Printers & Scanners
3. Click on the + on the bottom of the window.
4. click IP or  button
5. Input the Following information
Address = printserv.lls.edu:631
Protocol = Internet Printing Protocol – IPP
Queue = /printers/library-blackandwhite-printers
Name = Library Black and White Printers
Location = Library Computer Lab
Print Using = Generic PostScript Printer
6. Click on Add
 - If you get a message saying that the system is unable to connect to printer just click on **Continue**.
7. Check mark the Duplex Printing Unit option and click OK
8. Printer should be listed on the left side of the Print & Scan window

Install Color Printer on Apple/MacBook

1. Click the Apple menu  on the top left corner of screen and select **System Preferences**.
2. Click Printers & Scanners
3. Click on the + on the bottom of the window.
4. click IP or  button
5. Input the Following information
Address = printserv.lls.edu:631
Protocol = Internet Printing Protocol – IPP
Queue = /printers/library-color-printers

Name = Library Color Printer

Location = Library Computer Lab

Print Using = Generic PostScript Printer

6. Click on Add
 - If you get a message saying that the system is unable to connect to printer just click on **Continue**.
7. Check mark the Duplex Printing Unit option and click OK
8. Printer should be listed on the left side of the Print & Scan window