Printing - Getting Started

To print to the Follow-Me Print Queues, you will first need to authenticate to the main system. This is a one time process per computer you log into. Follow these steps to get printing...
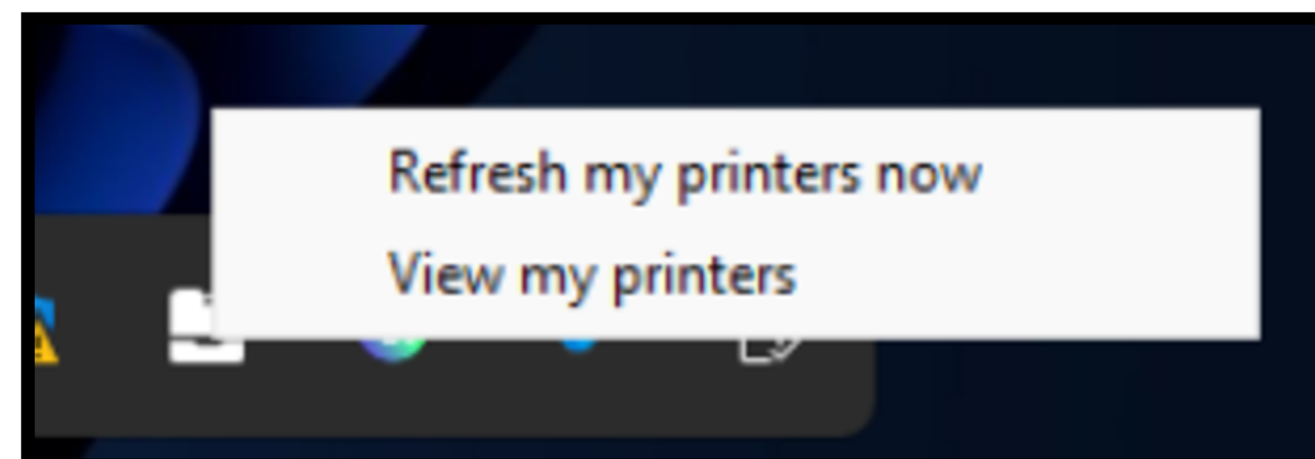
Step One

Launch the PaperCut Print Deploy software by clicking on the "Up Arrow" (A) located near the clock at the bottom right hand corner of your screen

Step Two

Right click on the "White" printer icon (B) and select "View my printers"

Printing - Authenticating

Step Three

The PaperCut Print Deploy Client will now launch.

You will be shown the printing queues that are automatically installed and ready to be used.

You may be required to Sign in; if so, press the green button (A) and enter the first part of your email address as both the username and password (B)

Step Four

If you want to print to a 'non-standard' printer, select the "Add printers" option from the menu on the left. (B)
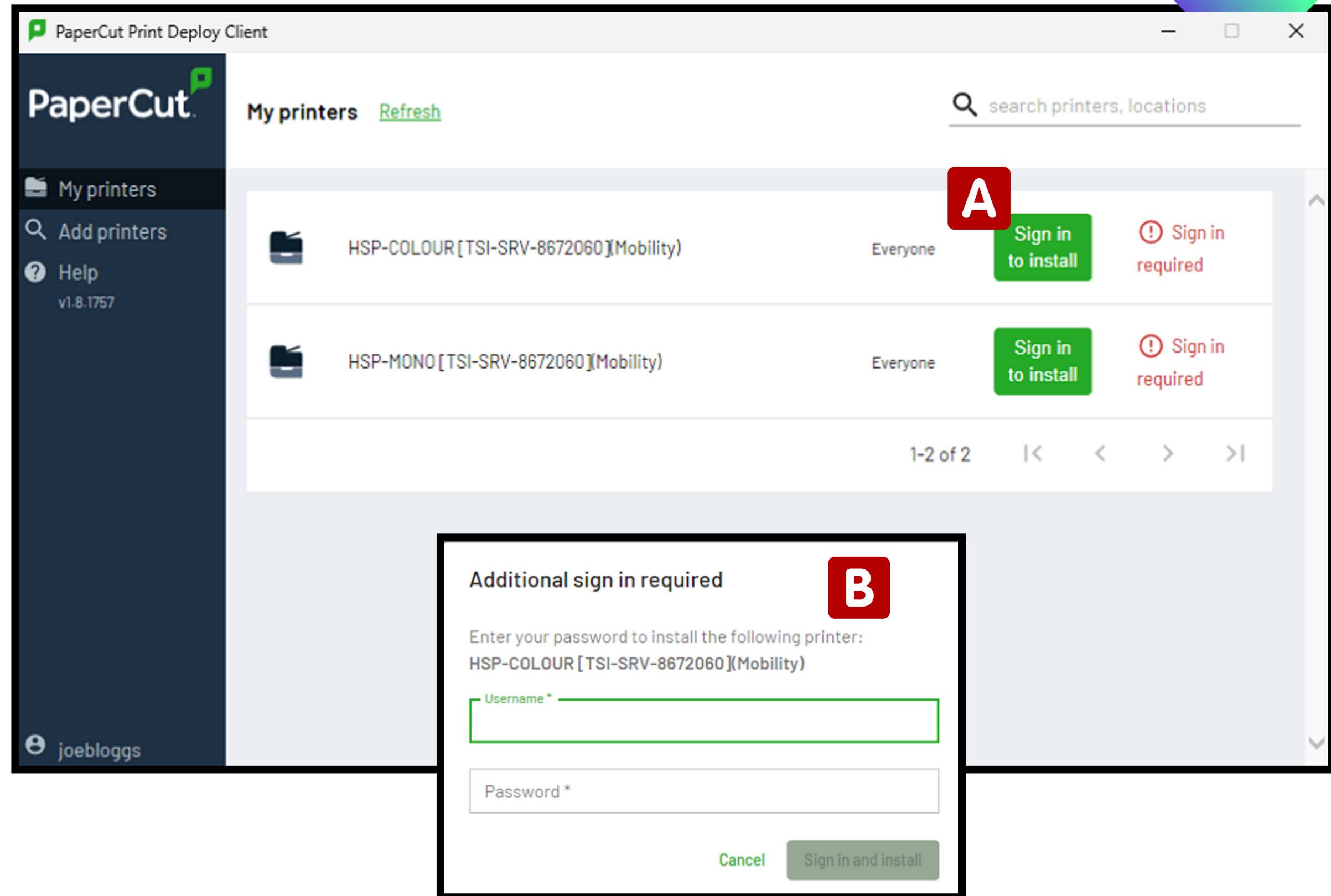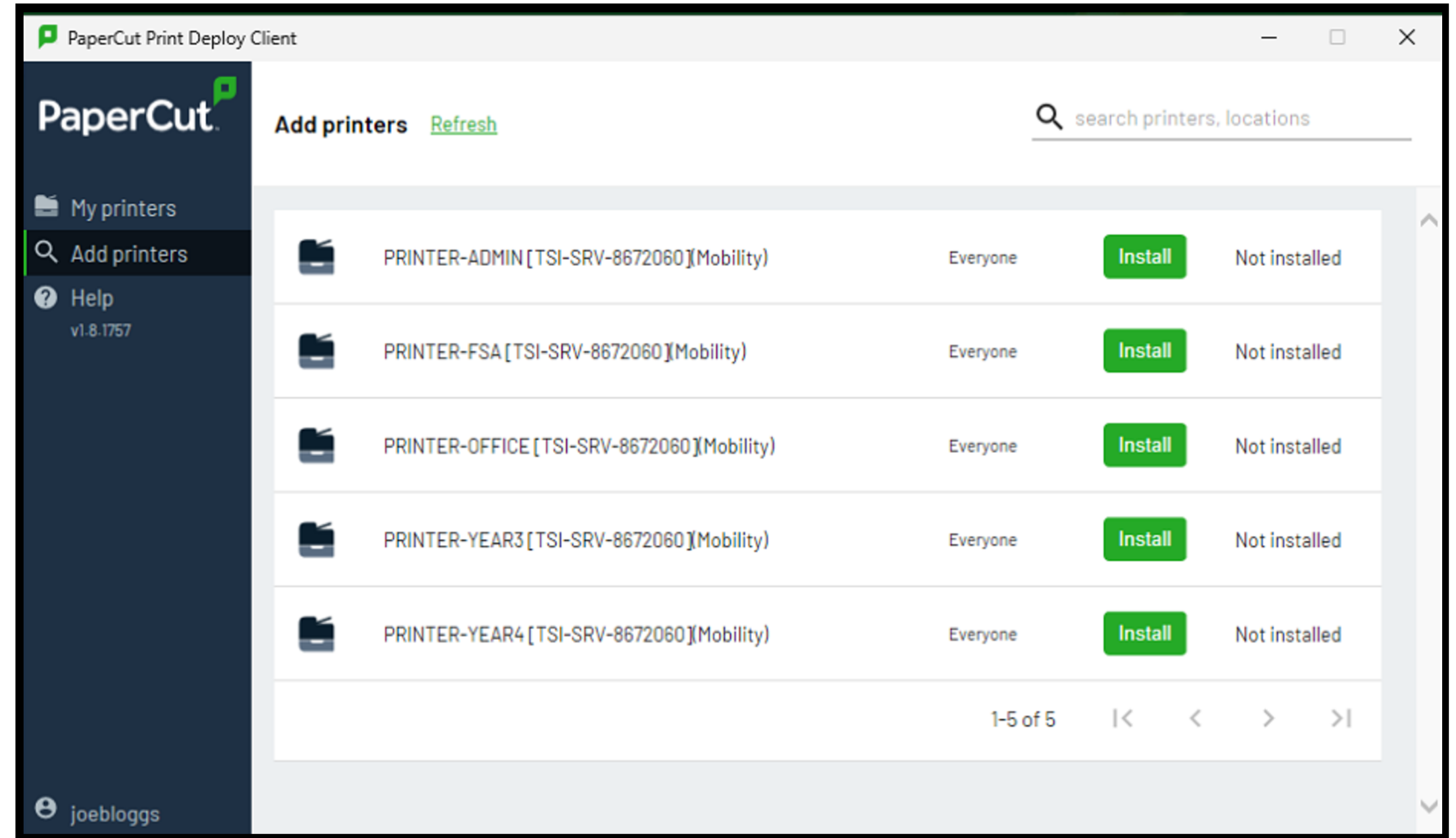
Printing - Additional Printers

After clicking on the "Add printers" menu option, the screen will change to show additionally available printers.

You can install the dditional printers, one at a time, by clicking the green "Install" button.

Printing

Step Five

Once you have successfully authenticated, you will now be able to print to the school copiers and retrieve your prints from any device.

The Black and White queue "HSP-MONO Virtual" will always be set as the default printer