# 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...
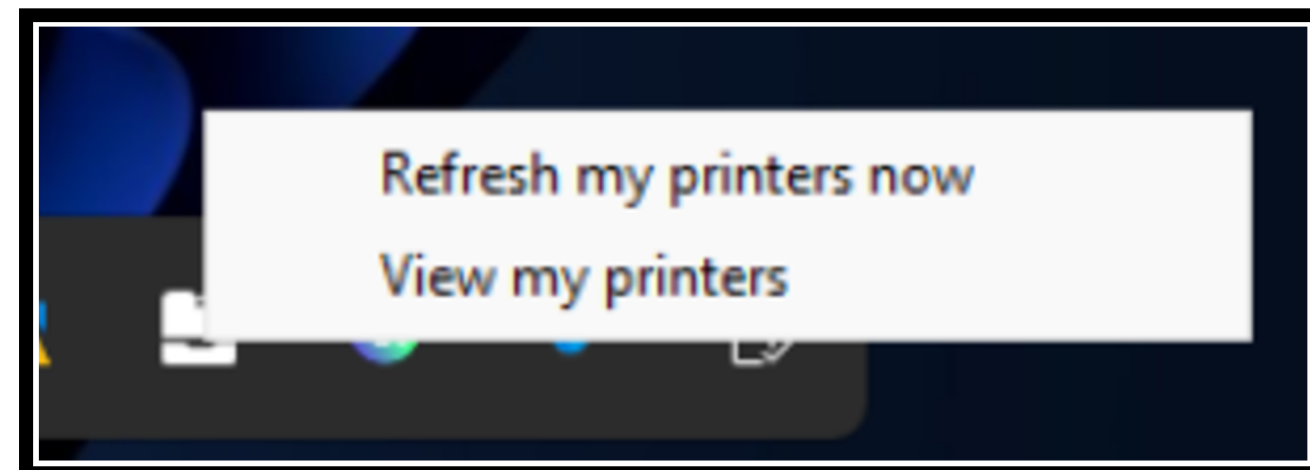
## Step One

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"
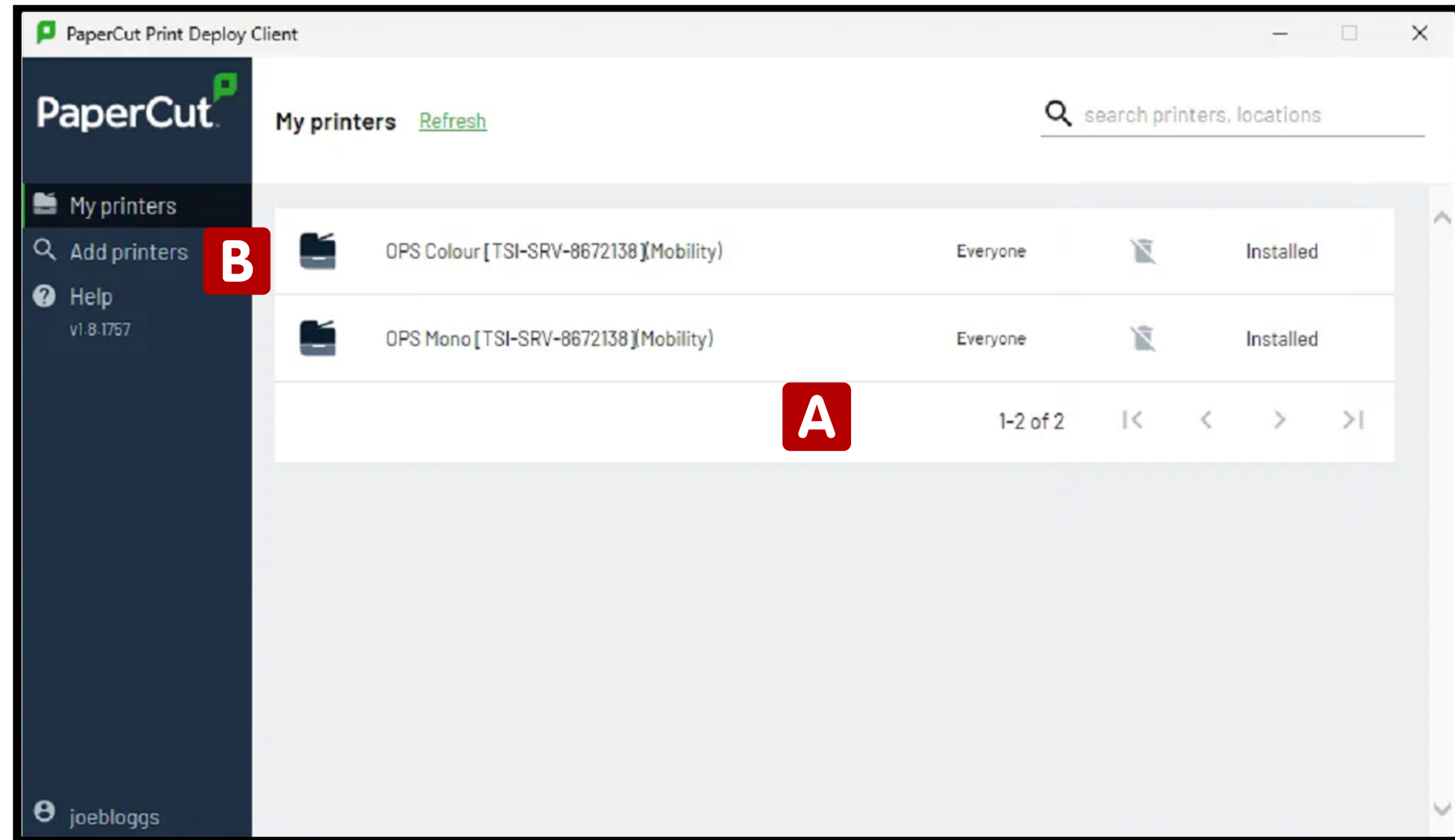
# Printing - Connecting

## Step Three

The PaperCut Print Deploy Client will now launch.

You will be shown the printing queues that are available and can be used

## Step Four

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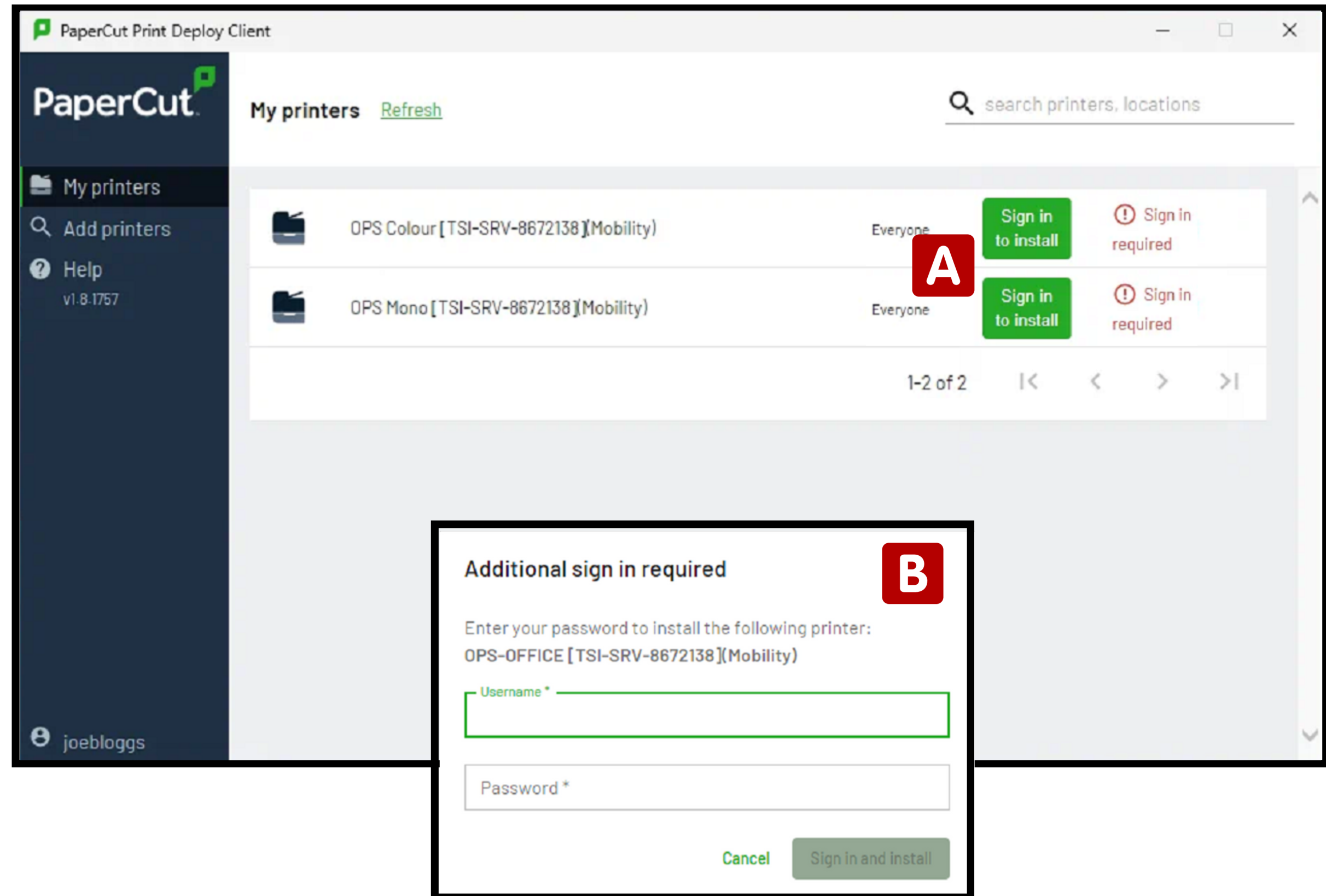
# Printing - Authenticating

## Step Five

You may find that the screen shows up slightly differently asking for a username and password. (A)

## Step Six

If this is the case, please enter the first part of your email address for both the username and the password (B)
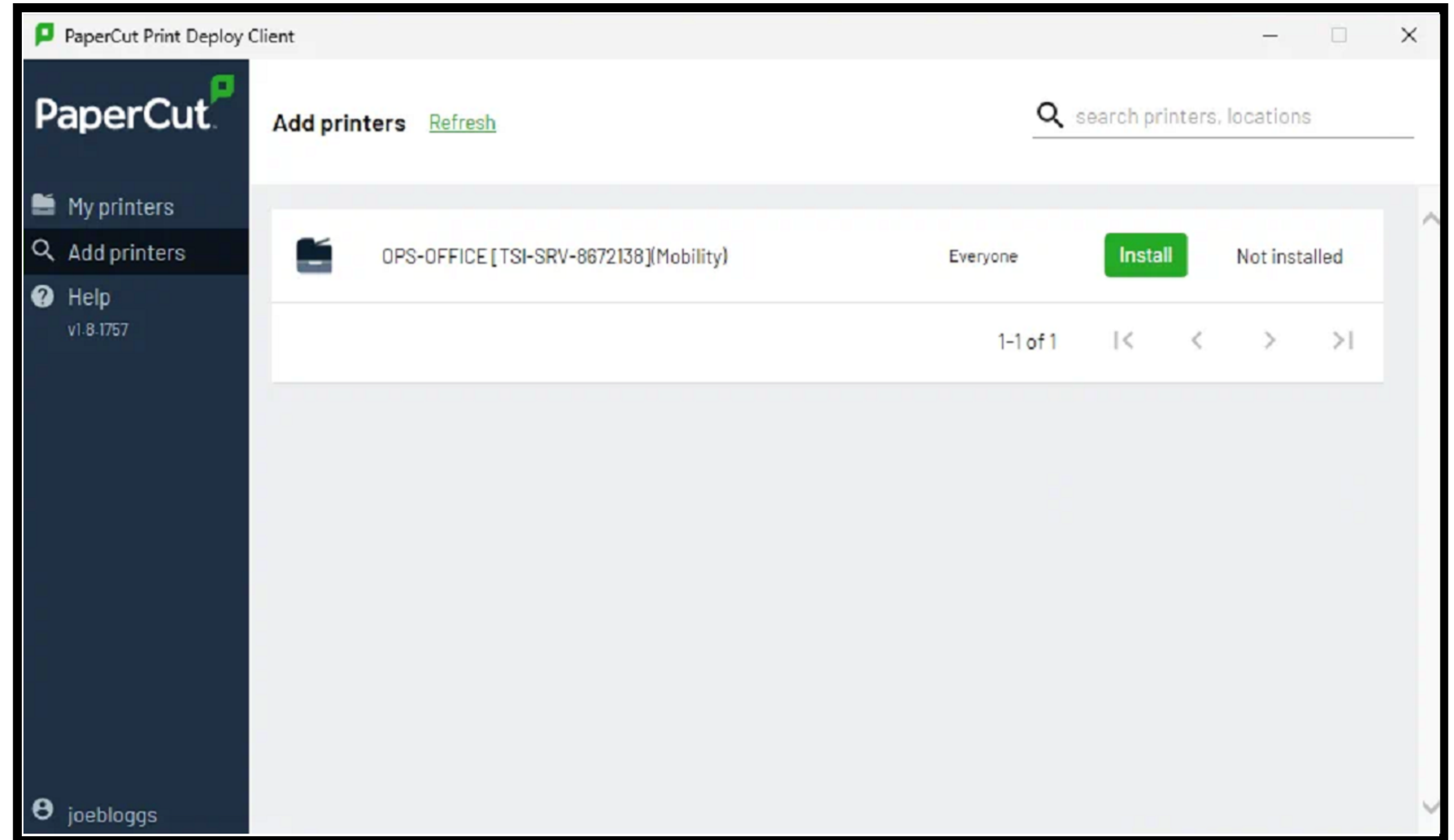
# Printing - Additional Printers

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 Seven**

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 "OPS-MONO Virtual" will always be set as the default printer