

Papercut Printing for Teacher MacBooks

Please follow these step-by-step directions to set up Papercut printing on your teacher Macbook.

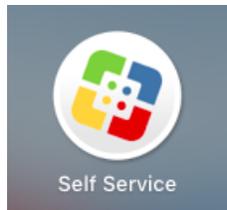
Requirements

For Papercut to work properly:

- Your MacBook must be connected to the district network via the secure wireless or a wired adapter. (NIS-Guest will NOT work)
- Your MacBook must be correctly enrolled, reporting to Casper, and a member of the Teacher group in order for you to see and install printers and drivers through Self-Service.
- Please verify that your color settings are correct before printing. If the Mac detects any color at all in your document, PaperCut will print in color and charge the full color price to your account.

Installation:

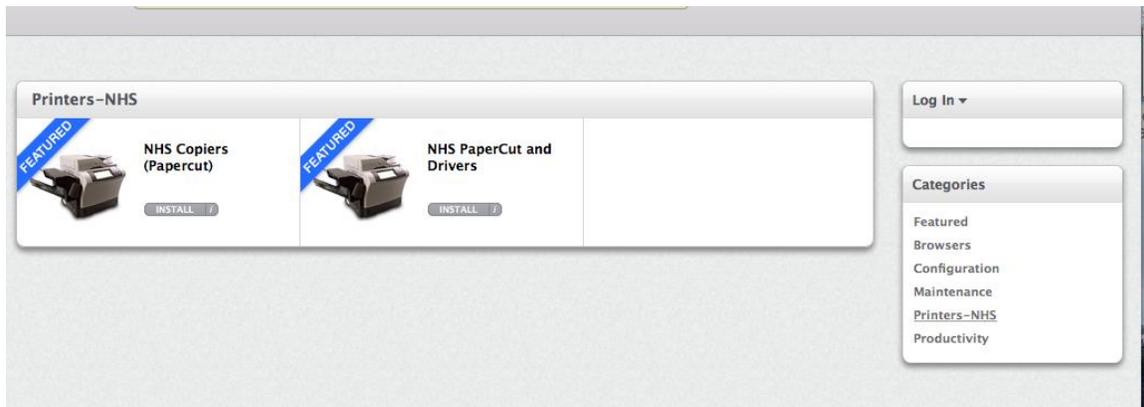
1. Login to your Macbook.



2. Open Self-Service from the LaunchPad



3. Click on the appropriate Printers Category for your school on the right.



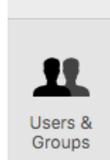
4. Click to install the "Papercut and Drivers" icon first, wait for it to complete, then click to install the copiers themselves. Close the Self-Service window when completed.

Configuration:

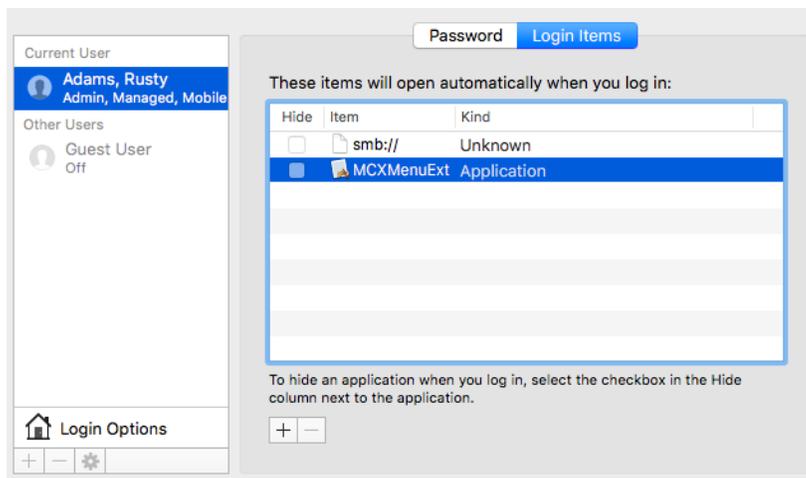
1. Hit Command-Shift-A to open the Applications folder.



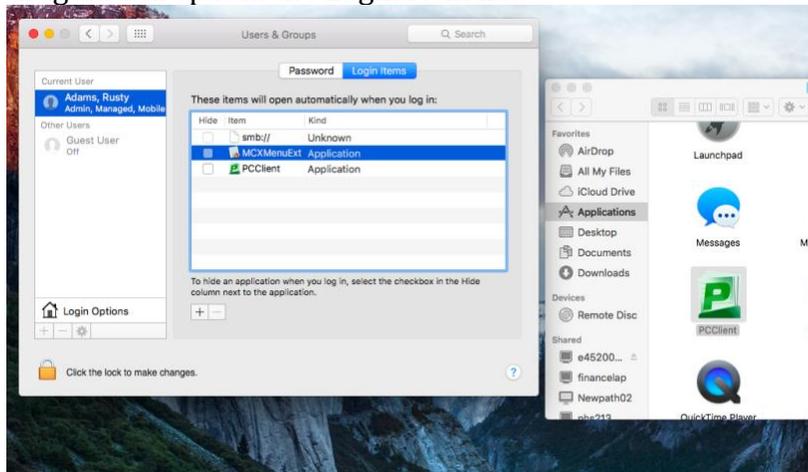
2. Click on the System Preferences icon



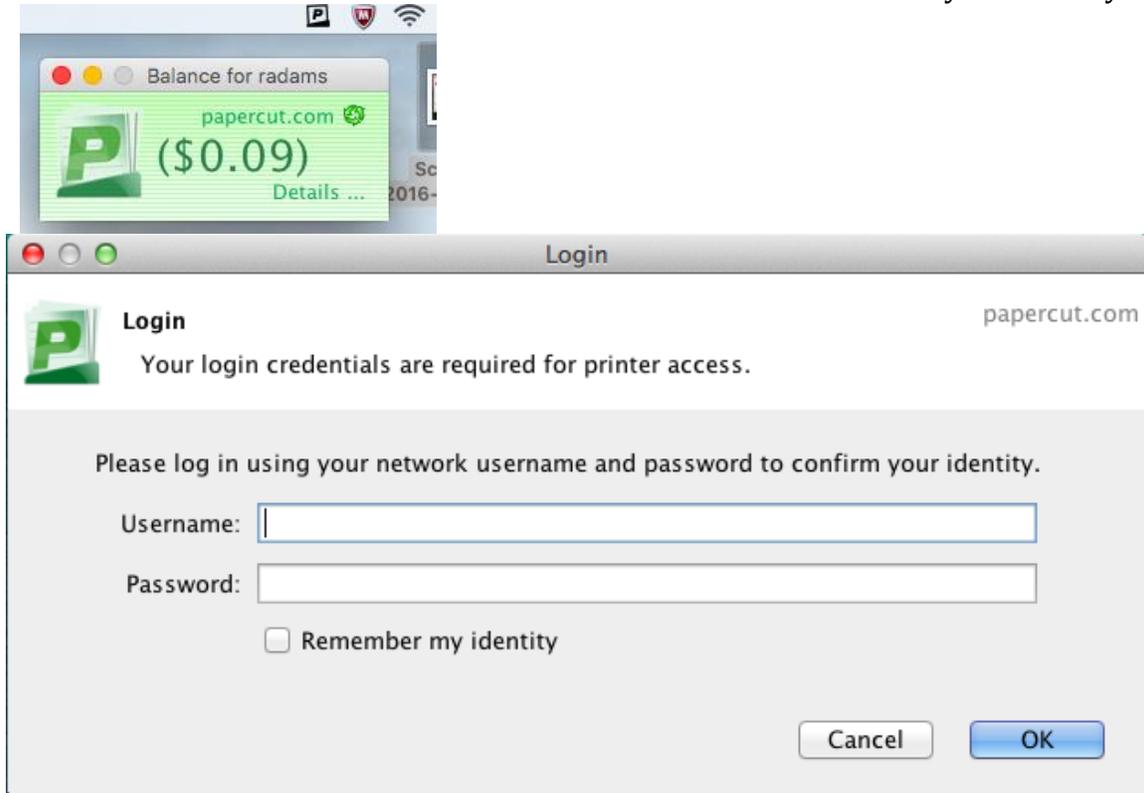
3. Click on Users and Groups, then with your user account highlighted click on the login items tab. Your screen should look like this:



4. Find the PCClient icon in the Applications folder we opened earlier, then drag-and-drop it in the Login Item list.

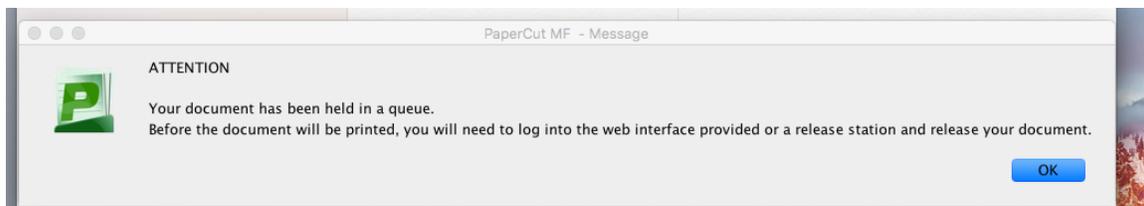


5. Close all open windows, then logout and back into your MacBook. The Papercut widget should launch and show your balance. It may require you to sign in once. Use the same credentials you use to connect to the wireless networks if this is the case and check the box so it remembers your identity.

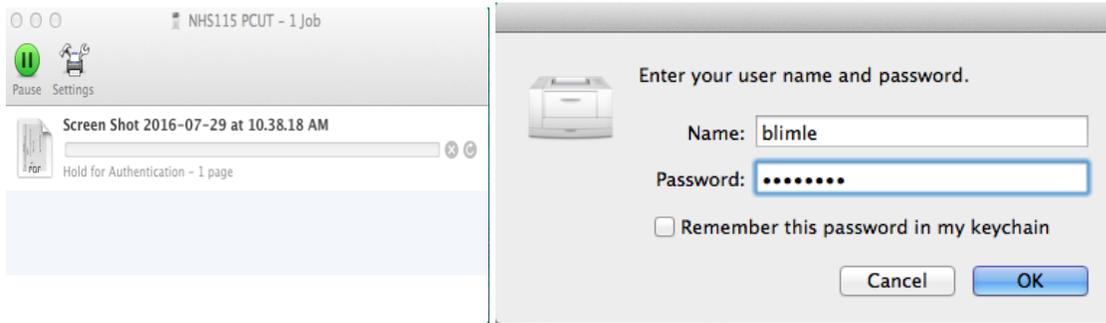


Printing:

1. Open a file you wish to print, then go to File Print (or use the keyboard shortcut Command-P).
2. Select the printer you wish to use on the dropdown and hit print.
3. If all goes well, you should see this message:



4. Sometimes you will see a message in your taskbar saying your print job is being held for authentication. When this happens, click the small arrow icon to the right side of the print job that displays in the printer queue, then enter your network credentials where prompted. Your print job should then complete as normal.



5. At this point you can hit details on the Papercut Widget, login, and release your print job, or you can go to the copier, login with your pin code, and release your print job. We recommend you do the latter initially until you become more familiar with the process

Troubleshooting:

1. If you have trouble printing, please check that the conditions at the beginning of this article are met (network connection, etc.)
2. You may re-run the installs from Self-Service to add new or missing printers.
3. Contact your STC or enter a ticket in Sysaid for further help.
4. For alternate print methods, read the guide for the copiers' E-Mail to Print function on the school technology web page: [Technology](#)

Rev. July 29, 2016