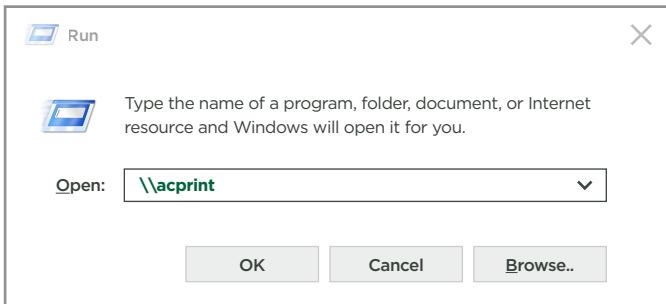


HOW TO DOWNLOAD & INSTALL SOFTWARE FOR FINDME PRINTING

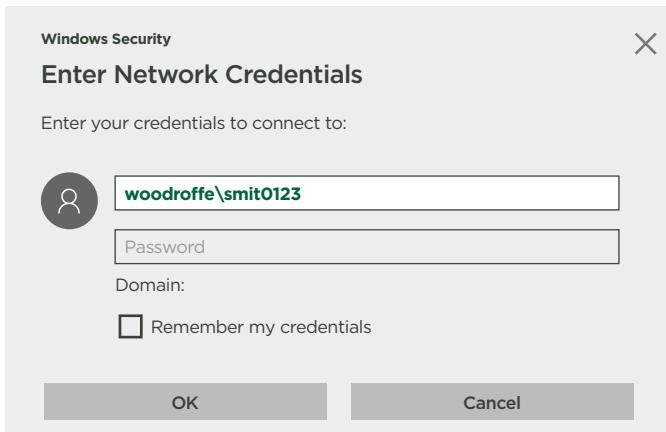


FOR PC

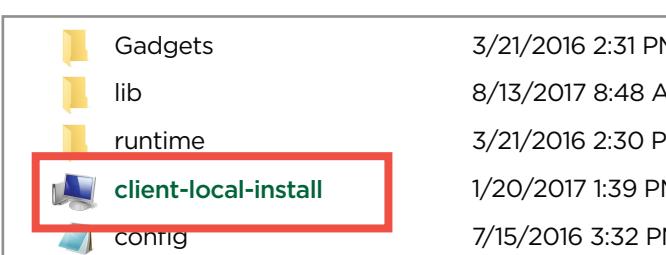
- 1 To install PaperCut, press **Windows + R** to open the Run window, then type “**\acprint**” and press enter.



- 2 You will be prompted to login at this point. Enter your username including woodroffe. For example if your username is smit0123 you would enter **woodroffe\smit0123**.

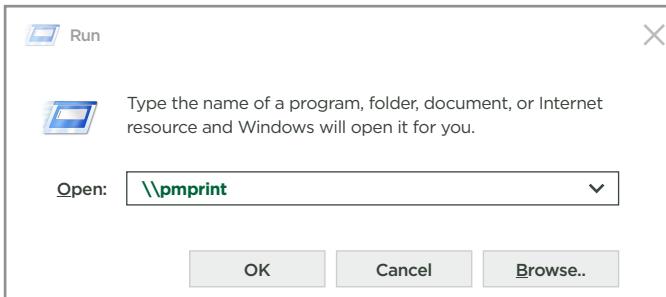


- 3 When the explorer windows opens, select **PCClient > Win**, then double-click **client-local-install** to install PaperCut.



- 4 Once PaperCut is installed, you will be prompted to enter your network username and password.

- 5 To install the FindMe printer, press **Windows + R** to open the Run window, then type “**\pmprint**” and press enter.



Note: If you are required to enter your username, use the **woodroffe\<username>** format.

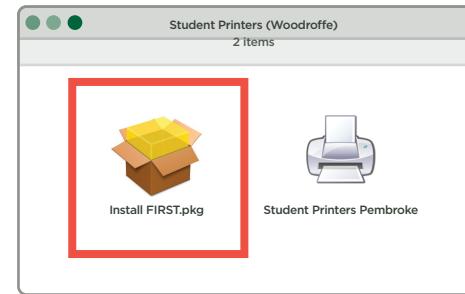
- 6 Double-click on **PM_FindMe_Printer** to install the driver and print queue. There may be a 30-60 second pause before the install happens. Once the printer queue appears you are ready to print. To print, select the PM_FindMe_Printer from the print menu in your application.



FOR MAC

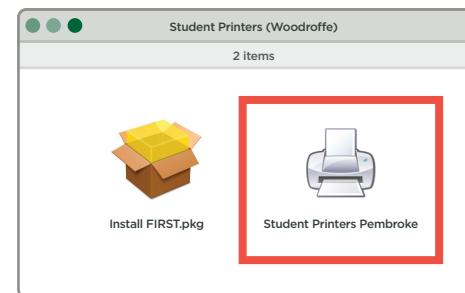
- 1 Download the required software at alonquincollege.com/print

- 2 To install PaperCut, open the Student Printers dmg file and double click to mount the installer file. Double click on the “Install FIRST.pkg” to begin the driver installation.

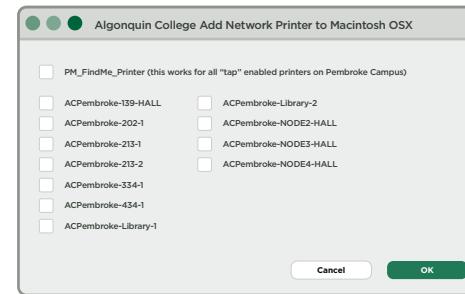


- 3 When the installer runs click “Continue” then “Install” and enter in your **local computer username and password** when prompted.

- 4 Refer back to the installer dmg. Now run the second installer to install the printers.



- 5 Enter your **local computer username and password** for this installer when prompted, then check the printers that you would like to install and press ok. Checking an individual room will install the **Print Driver** for any non-tap printer in that room.



- 6 It will also install PaperCut into your applications folder and create a login item so that PaperCut will start each time you login. If PaperCut does not start automatically, you can launch it by double clicking PCClient in the Applications folder.

Note: The PaperCut taskbar icon is not visible when using Dark Mode.

- 7 Once PaperCut is launched it will prompt for your **network username and password**.

- 8 The first time you print a document, make sure you select the correct printer in the print dialog box (Colour, Grayscale, or Lexmark device.) You will then be asked to enter **woodroffe\network username and password**. Once the print has left the printer queue, you can go to the printer, and tap your Student or Staff card, or login with your college username and password at the printer to release the print job.

