

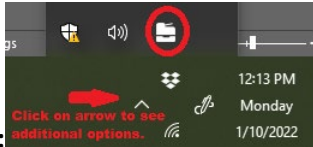


MONTCLAIR STATE
UNIVERSITY

Papercut Print Deploy Printer Install

Print Deploy is a print queue deployment tool that we are using in order to effectively manage printer drivers and print queues across networked printers on campus. Please follow the directions below for instructions for Mac and Windows.

1. Go to Software Center and click on the Print Deploy application.
2. Click on the Print Deploy icon on your taskbar. The icon looks like this:



Windows:

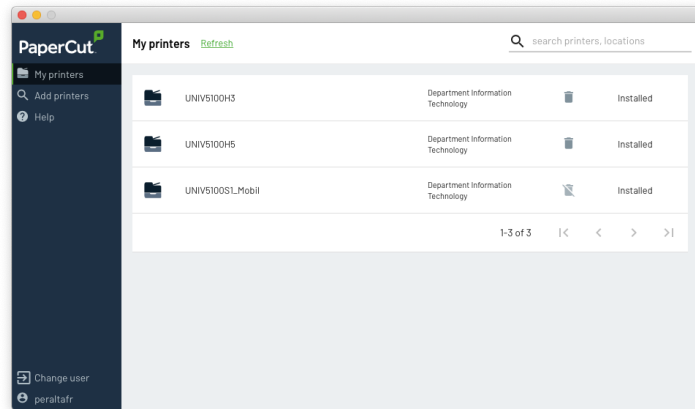


Mac:

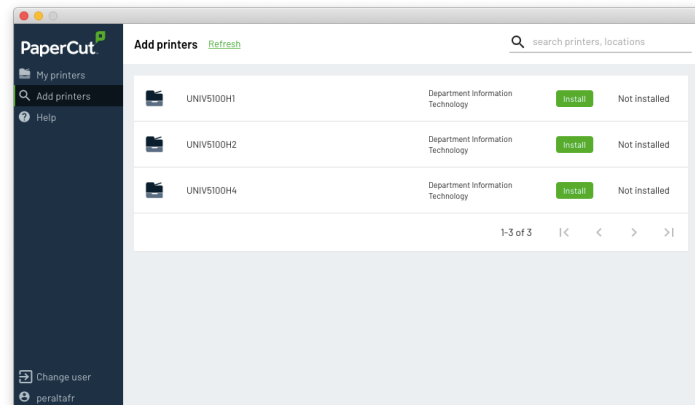
3. Log in using your Net ID and password to authenticate. **Please Note:** The utility will prompt you to log in from time to time.

The PaperCut Sign In screen. On the left, the PaperCut logo is displayed with the tagline "All your printers, in one place." On the right, there is a dark blue sign-in panel with the title "Sign In" and the instruction "Please sign in so that the right printers are added to your device." Below this are two white input fields for "Username" and "Password". A green button labeled "Sign in and add printers" is at the bottom. A checkbox labeled "Don't show me this again" is located at the bottom left of the sign-in panel.

4. Once you are logged in, the homepage will present installed printers.



5. If your printer is not installed, click “Add Printers” on the left-hand navigation bar.
6. Find the printer that you want to install and click the green install button next to it.



7. Confirm that your printers are installed by clicking on my “My Printers”.
8. Now you are ready to print!