

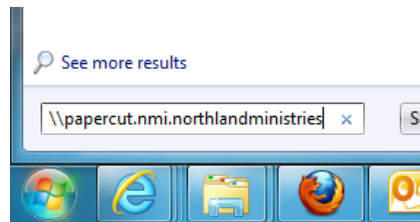


Printing to the Lab Printers from a Personal Computer

Northland staff and students may use the lab printers for personal use on their personal computers and laptops. Lab printers are only available through the Northland network and cannot be accessed away from campus.

Installing the Printers (Windows)

1. Click on **Start** and search for
\\papercut.nmi.northlandministries.org

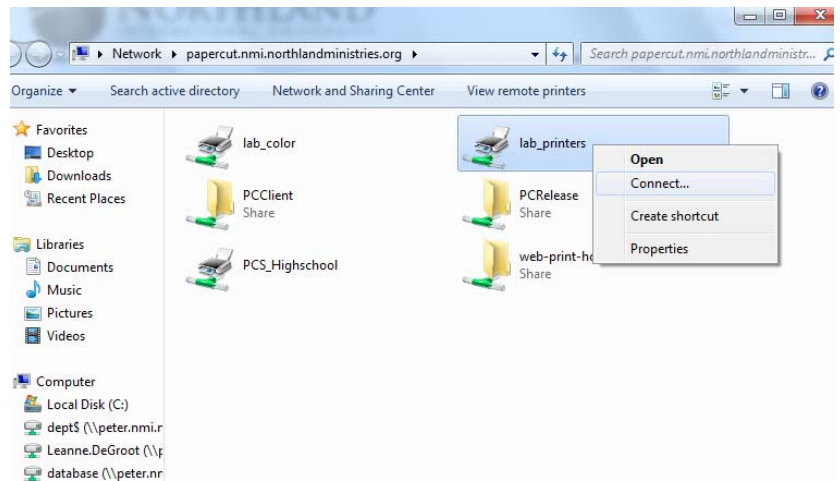


2. Right click on **lab_printers** and click **Connect**.
3. The lab printer will install drivers. Once this process is complete, the **lab_printers** printer has been installed.

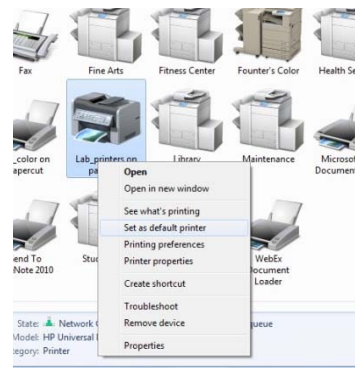
- On Windows Vista and 7, you may need to allow the install as an administrator.

4. Right click on **lab_color** and click **Connect**.
5. The lab color printer will install drivers. Once this process is complete, the **lab_color** printer has been installed.

- On Windows Vista and 7, you may need to allow the install as an administrator.



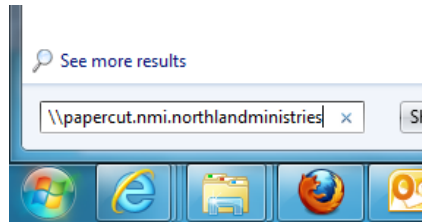
6. Once printers are installed, you can go to **Devices and Printers** to see them. Right click on one and select **Set as default printer** to make all print jobs go to that printer as the default. Then proceed to install Papercut.



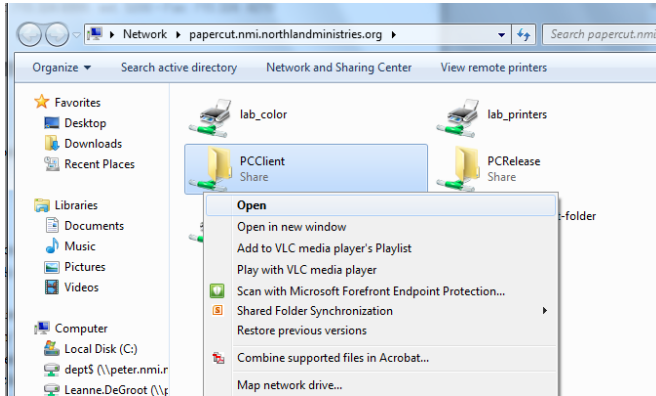
Installing the Papercut Print Client

The print client is necessary for every computer to print to the lab printers.

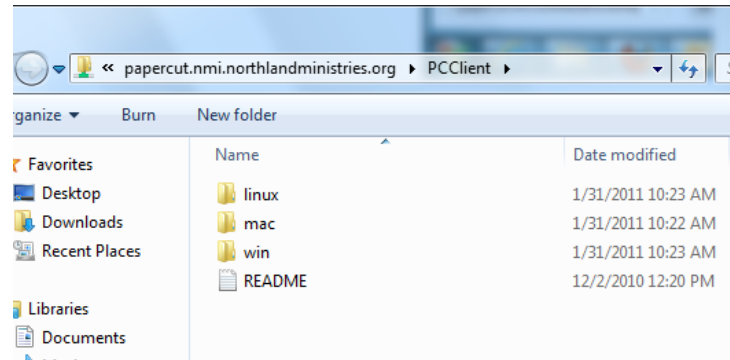
1. Click on **Start** and search for
\\papercut.nmi.northlandministries.org



2. Open the **pcclient** folder.



3. Select one of the following folders for your computer.
 - a. Open **Win** if using Windows. Double click on **Client-local-install.exe** to install the client.
 - b. Open **Mac** if using Macintosh. Run **pc-client-mac.command** to install the client.
 - c. Open **Linux** if using a version of Linux. Run **pc-client-linux.sh** to install the client.



4. The first time you run the client, you will need to supply your Northland username and password. Check the **Remember my identity** box to keep your client authenticated through a restart of your computer.
5. The PaperCut client must be running in order for you to print. You can run the program from the **Start** menu by clicking on **Start > All Programs > PaperCut NG > PaperCut NG Client**. You can also create a shortcut to the program in your **Start** menu's **Start up** folder to have the client start automatically when you log into your computer.