# Install Printers and PaperCut MF Client

## Table of Contents

- **PaperCut MF** .................................................................................................................. 1
- **Create a PaperCut User** ................................................................................................... 2
- **Install Printer Drivers and PaperCut MF** ........................................................................ 5
  - **On a PC / Windows Environment** .................................................................................. 5
  - **On a MAC Environment** ................................................................................................ 7
    - Printer Drivers .................................................................................................................. 10
    - Install Print Queues ......................................................................................................... 11
    - Add PaperCut to Startup ................................................................................................. 12
Create a PaperCut User

To Create a PaperCut User you need to connect to the Print Server by going to:

URL: 

http://10.253.1.100:9191/admin

Username: 

admin

Password: 

Clarence201%

Select the User table and in the sub menu select + Create internal user...
When creating a new user please use the following and then press Register.

- **Username**
  - Use the users Extension from the Phone System, otherwise a unique 5-digit PIN
- **Full Name**
- **Email Address**
  - Ensure the email address is correct as this will be used to Scan to Me.
- **Password**
  - This will be the 5-digit PIN used for the Username
- **Verify Password**
  - This will be the 5-digit PIN used for the Username
- **Identity Number**
  - This will be the 5-digit PIN used for the Username
- **ID PIN**
  - This will be the 5-digit PIN used for the Username
- **Verify ID PIN**
  - This will be the 5-digit PIN used for the Username
For Billing purposes in Department we need to add the Clients Business name. Please ensure it matches exactly what is in Hostedsuite. This is located under “Other Details”

To add a Swipe card to the account, under “Other Details” for the Secondary Card/Identity Number enter in the last 4 digits of the swipe card.

Once you have successfully created the account you will need to go to any printer and login with the account just setup to verify all is correct.
Install Printer Drivers and PaperCut MF

On a PC / Windows Environment
Connect to the Print Server by entering the following path: \\10.253.1.100

Double click the Printer(s) you want to installed

- Find_Me_Print
  - Virtual Print Queue. You can send a Print job to this queue and login to any of the printers below and release the job there.
- L08-65Y-MAIN
  - Located on the East side of the Office
- L10-65Y-MAIN
  - Located on the East side of the Office
- L11-65Y-MAIN
  - Located on the South East side of the Office
- L11-65Y-RECEPTION
  - Located at Reception
- L21-133C-MAIN
  - Located in the Utilities Room
- L21-133C-RECEPTION
  - Located at Reception

Note: You can also run the batch file (script) located on the USB at win\scripts\...
Once the Printers have been installed, you need to install the PCClient Client Application (PaperCut MF).

This application is used to manage and track usage.

In the same directory \10.253.1.100 you will see a folder called PCClient.

Navigate to that folder and you will see the following folder structure:

- WIN
  - Used to Install on a Windows Environment
- MAC
  - Used to Install on a MAC Environment
- Linux
  - Used to Install on a Linux Environment

In the WIN folder run the file: \10.253.1.100\PCClient\win\client-local-install.exe or USB win\client-local-install.exe

Once PCClient (PaperCut MF Client) is installed, it will ask for your Identity / Password. This is your PIN Code.

You will only need to enter this in once and the application remembers it.

Then you can print to any of the printers you installed.

When you send a print job, it will ask to enter your PIN code again and it will save it forever.

By Default, the Printer defaults are Black and White. If you require a colour job, please remember to change your printer options.
On a MAC Environment

Open Finder and select Go → Connect to Server

Then type in: 10.253.1.100
You will get a popup to Connect As: Guest or Registered User. Select Guest and press Connect.

The network share PCClient will appear; select it and press OK.
Navigate to that folder and you will see the following folder structure:

- WIN
  - Used to Install on a Windows Environment
- MAC
  - Used to Install on a MAC Environment
- Linux
  - Used to Install on a Linux Environment

In the MAC folder run the file: `\10.253.1.100\PCClient\mac\client-local-install.app`
Once PCClient (PaperCUT MF Client) is installed, it will ask for your Identity / Password. This is your PIN Code.

You will only need to enter this in once and the application remembers it.

Then you can print to any of the printers you installed.

When you send a print job, it will ask to enter your PIN code again and it will save it forever.

By Default, the Printer defaults are Black and White. If you require a colour job, please remember to change your printer options.

**Printer Drivers**

Then we will need to install the drivers for the Kyocera devices which are located at:

Network: `\10.253.1.100\PCClient\mac\drivers\3551ci\Kyocera OS X 10.5+ Web build 2014.10.20.pkg`

Network: `\10.253.1.100\PCClient\mac\drivers\M6535cidn\Kyocera OS X 10.5+ build 2014.10.28.pkg`

USB: `mac\drivers\3551ci\Kyocera OS X 10.5+ Web build 2014.10.20.pkg`

USB: `mac\drivers\M6535cidn\Kyocera OS X 10.5+ build 2014.10.28.pkg`

**Note:** You will be required to have the clients password as the .pkg is a installer file that will add files to the computer and requires elevated permissions.
Install Print Queues
In the MAC Scripts folder run the appropriate script based on the client’s office location.

Network: \\10.253.1.100\PCClient\mac\scripts\...

USB: mac\scripts\...

E.g. the path \\10.253.1.100\PCClient\mac\scripts\AddKyoPrinter-L21-133C-Main.scpt will install the main printer located at Level 21 /133 Castlereagh Street.

Once you have run the script, it will add the printer to computers Printers & Scanners.
Add PaperCut to Startup
You will also need to run the script called AddPaperCutToStartup.scpt which will add PaperCut to the computers startup items.

Network: \10.253.1.100\PCClient\mac\scripts\AddPaperCutToStartup.scpt

USB: mac\scripts\AddPaperCutToStartup.scpt