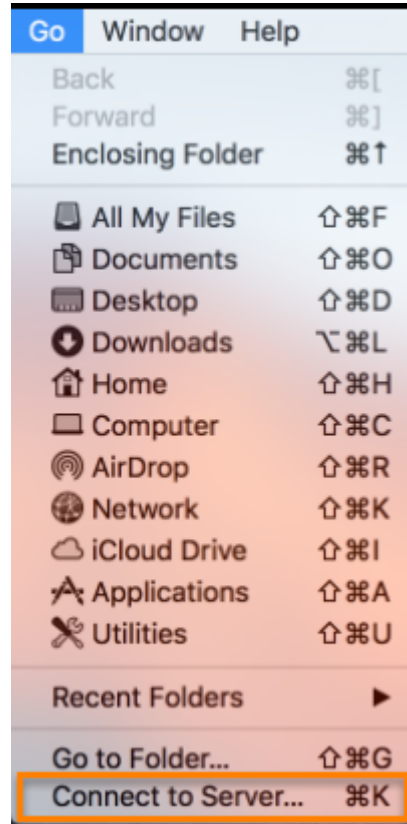


Installing Print Drivers for HP machines on Mac OSX

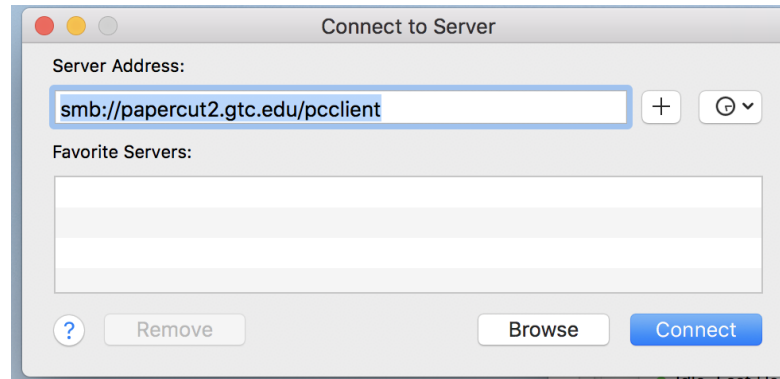
1. Open a web browser, and go to: <https://support.hp.com/us-en/drivers/selfservice/hp-laserjet-pro-400-printer-m401-series/5096252/model/5096260>
2. **Download driver for mac**
3. Run the downloaded file, and then run the installer.

Installing PaperCut software to Mac OSX

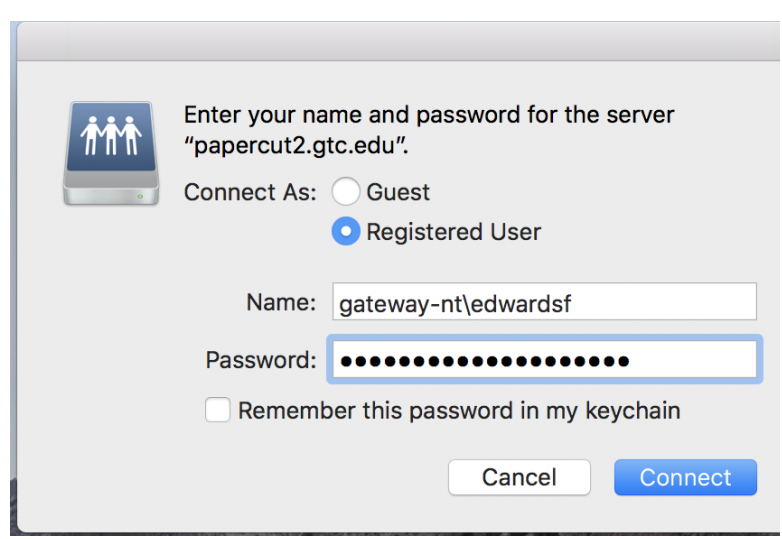
1. In **Finder**, click on **Go**, then **Connect to Server...**



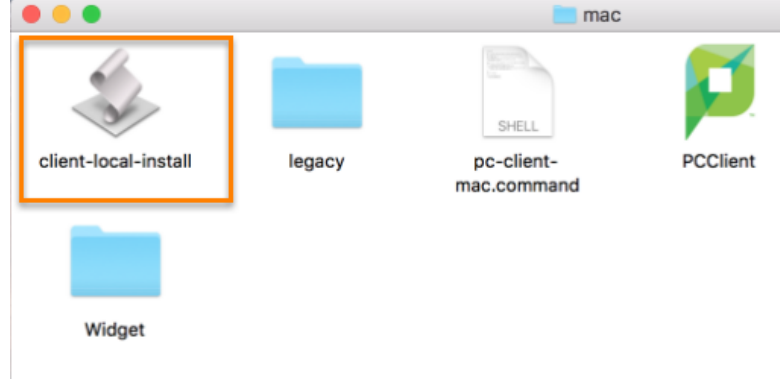
2. In the **Server Address:** box type in **smb://papercut2.gtc.edu/pclient**, and click **Connect**



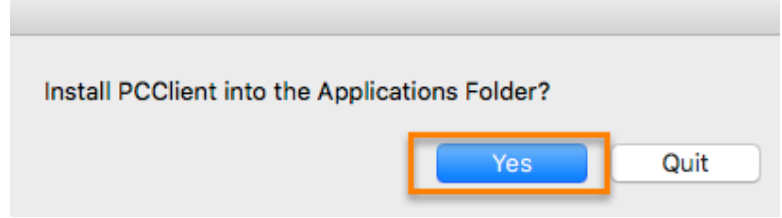
Connect as a **Registered User**, and type in **Gateway-IT\username** for the Name, and the **AD password**. **Note:** This can be your account or the user's account.



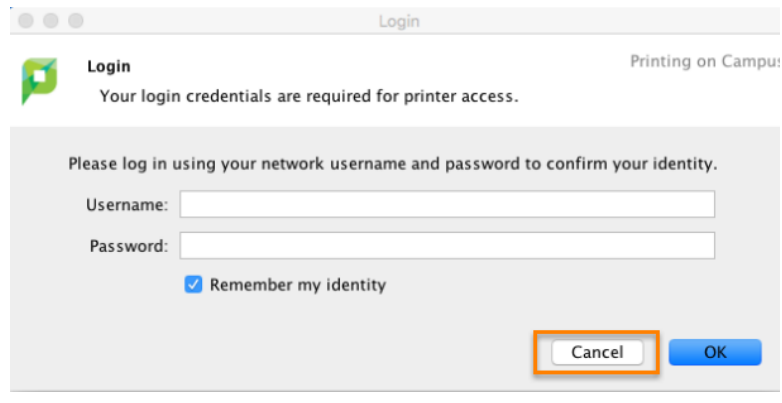
In the **PCClient** window open the **mac** folder, and then run the **client-local-install**
Note: A box may pop up saying: "client-local-install" is not optimized for your Mac. Click **OK**



Select **Yes** to install in the Application Folder



When the **PaperCut "Login"** window opens Click **Cancel**.



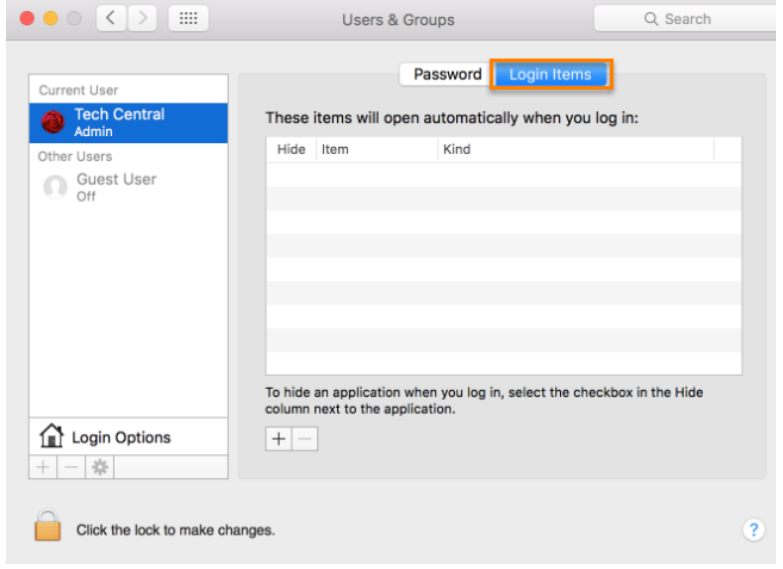
Open **System Preferences**



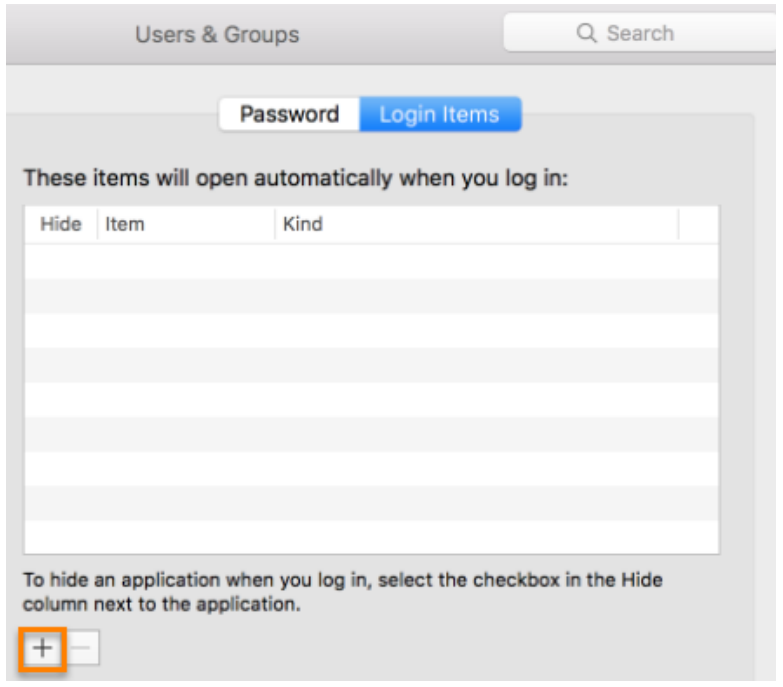
Click on **Users and Groups**



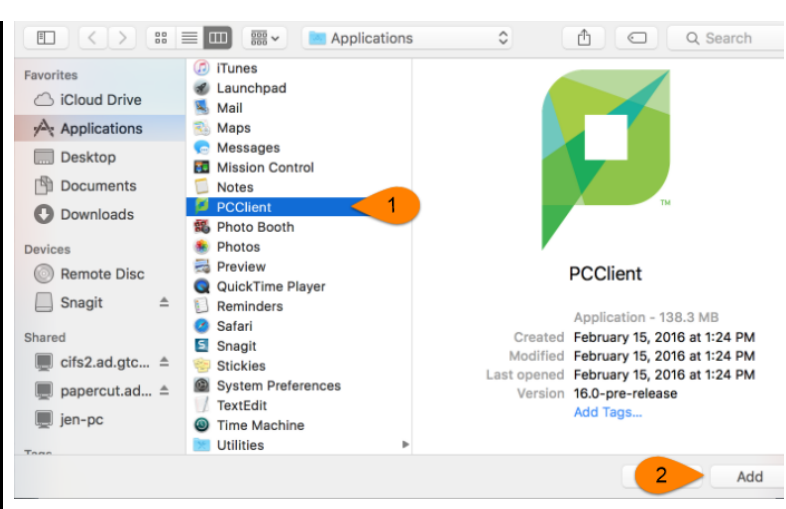
Make sure the user is selected, and click on **Login Items**



Click the **+** sign



Scroll down to **PCClient**, click it, and click **Add**
Note: This will ensure that PCClient runs at login.



Adding a Secure PaperCut Printer to Mac OSX

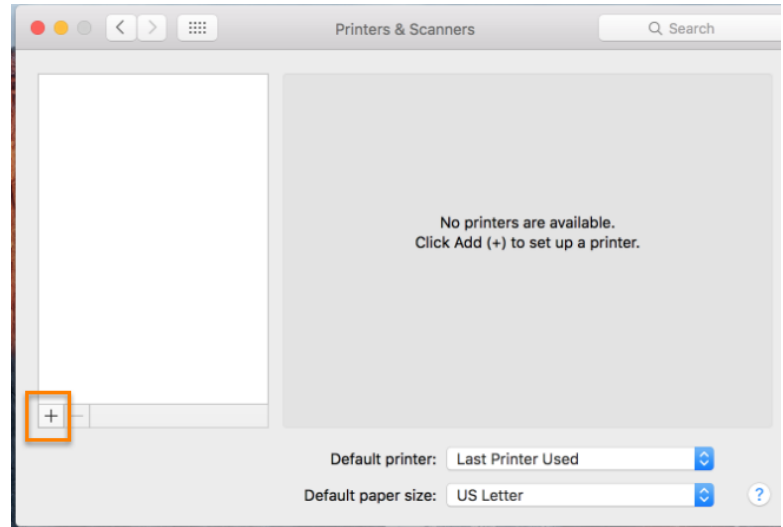
Open **System Preferences**



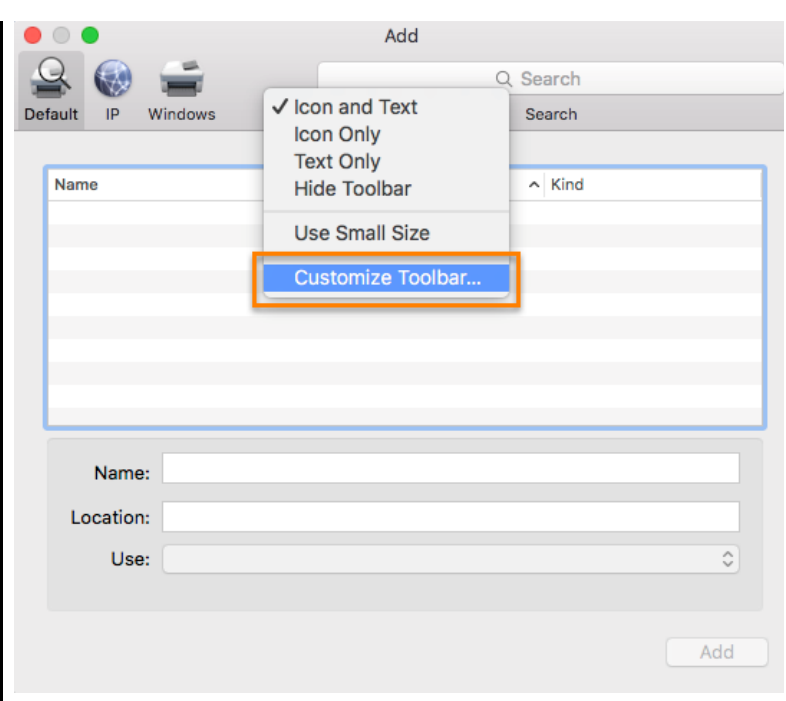
Click **Printers & Scanners**



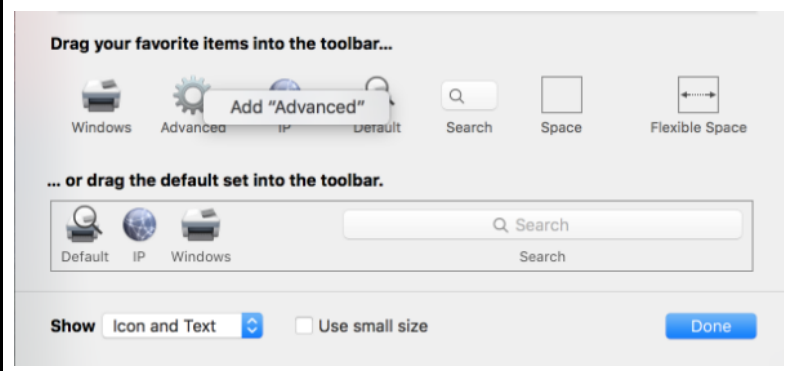
Click the **+** sign under **Printers**



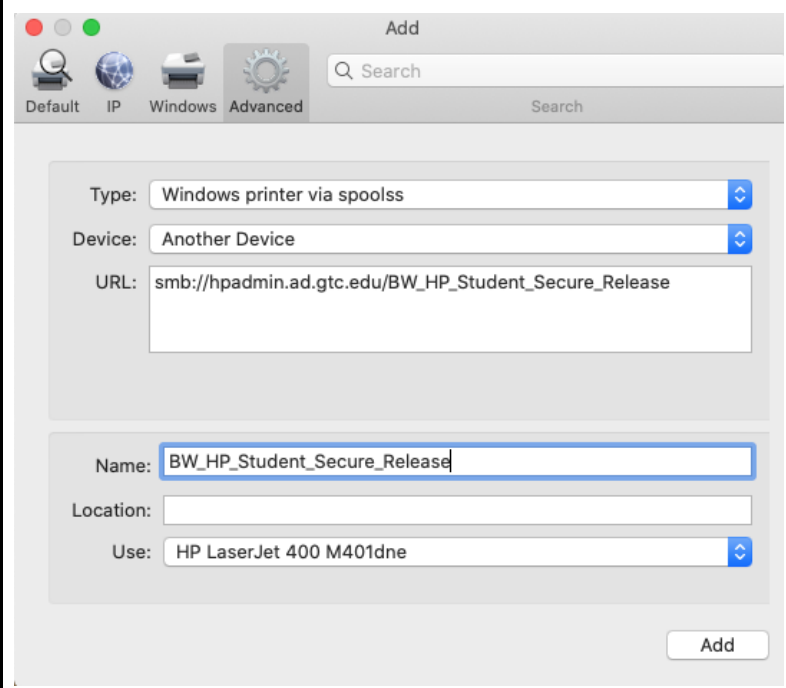
Control + click the blank space between **Windows Printer** and the **Search Bar**, and select **Customize Toolbar...**



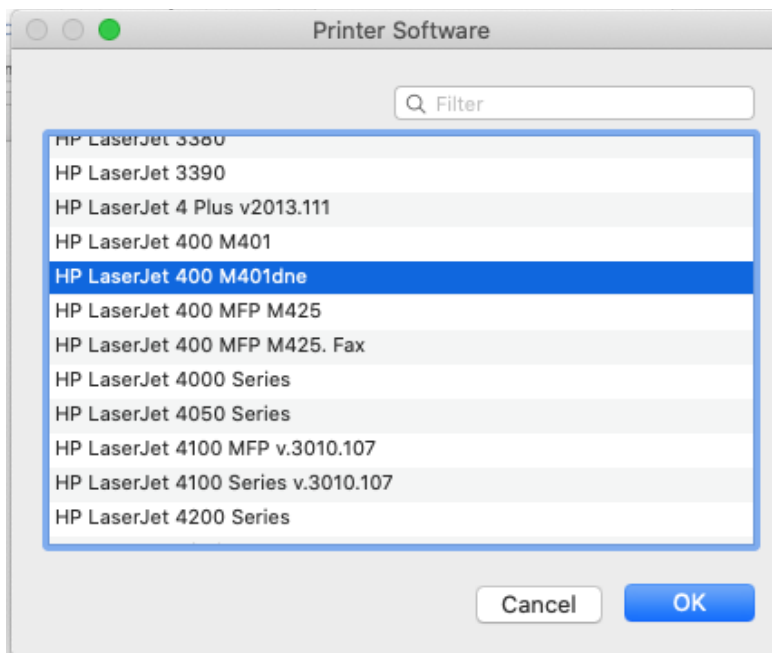
Click **Advanced** and drag it to the gray outline in the toolbar. Once completed, click **Done**. Note: You can also right click advanced, and select **Add "Advanced"**



Click on the **Advanced Gear**
Once the computer is done searching for printers:
. Change the **Type** to **Windows printer via spoolss**.
. Leave **Device:** as is
. In **URL**, type in **smb://hpadmin.ad.gtc.edu/NameOfPrinter**
Note: **NameOfPrinter** is the name of the printer when you browse for printers in **Windows**. **THIS MUST BE TYPED IN EXACTLY!** (Example: **BW_HP_Student_Secure_Release**)
. **Name:** copy the name of the printer, and paste it there.
. **Location:** can be left blank
. Click on **Choose a Driver...** next to **Use:**, and select **Software**

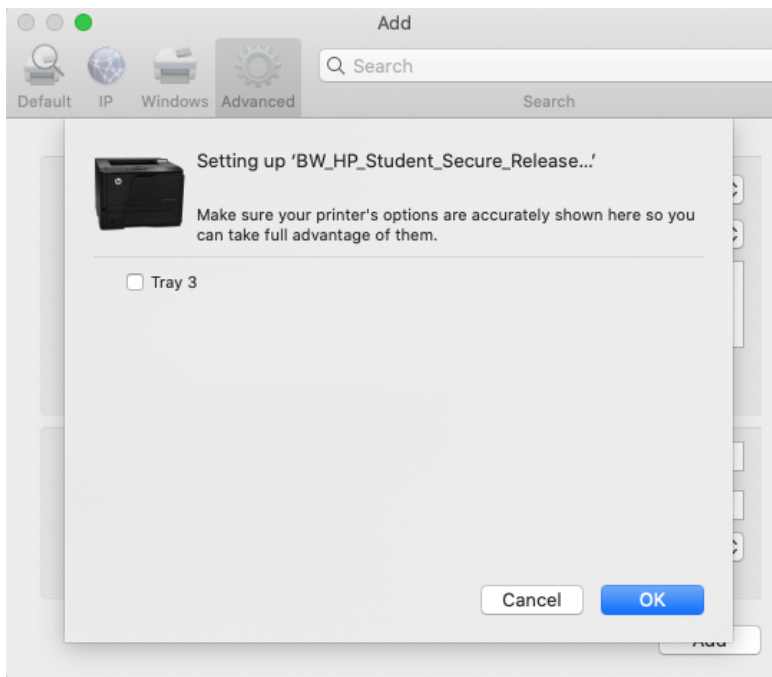


avigate the list of drivers, and select the one that reflects
the printer you are currently installing. (**Example: HP
LaserJet 400 M401dne**)



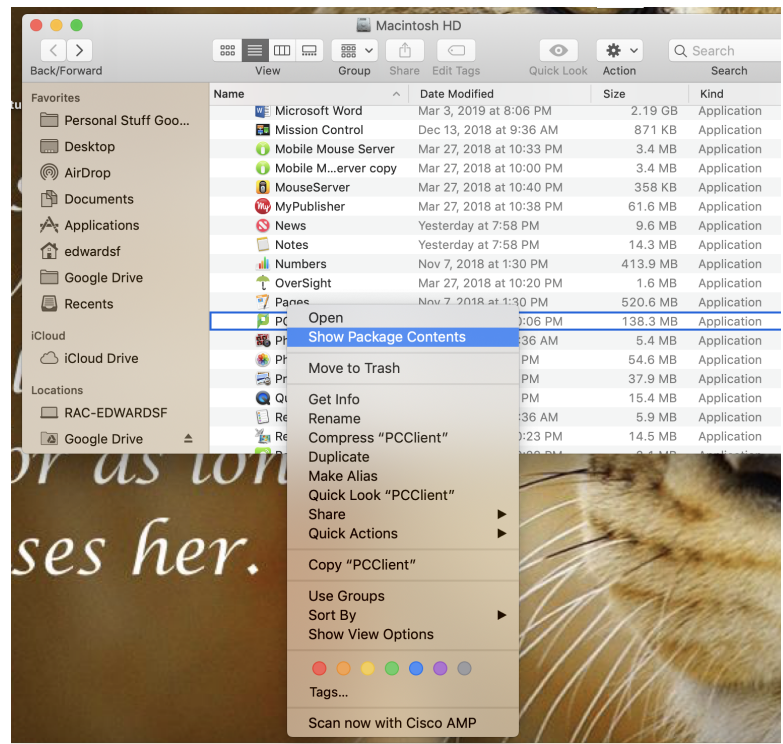
Select the options that the printer has.

1. **Tray 3:** Select **checkbox** if you have Tray 3, if not leave unchecked.
2. Once the options have been selected click **OK**
- 1.

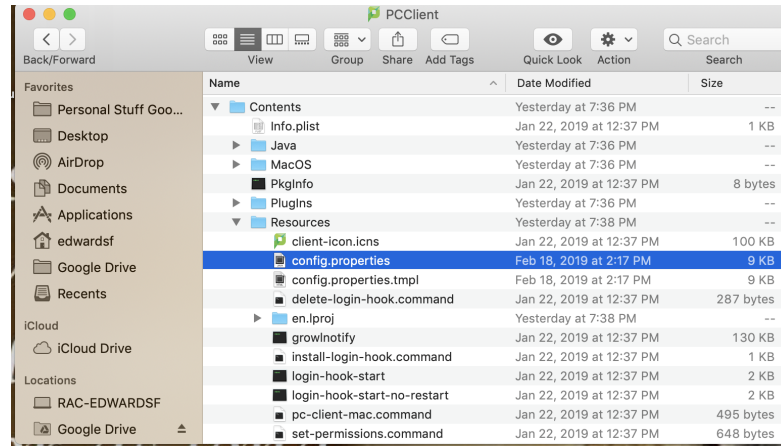


or Staff only: to remove the cost popup box and also default to shared account you have to edit config file. You will need to download "Sublime Text" if they don't already have it to save the changes as an administrator, as Notepad will not allow you to save changes.

- . Double click Hard Drive
- . Ctrl + click on PCclient to bring up right click menu
- . Click on Show Package Contents

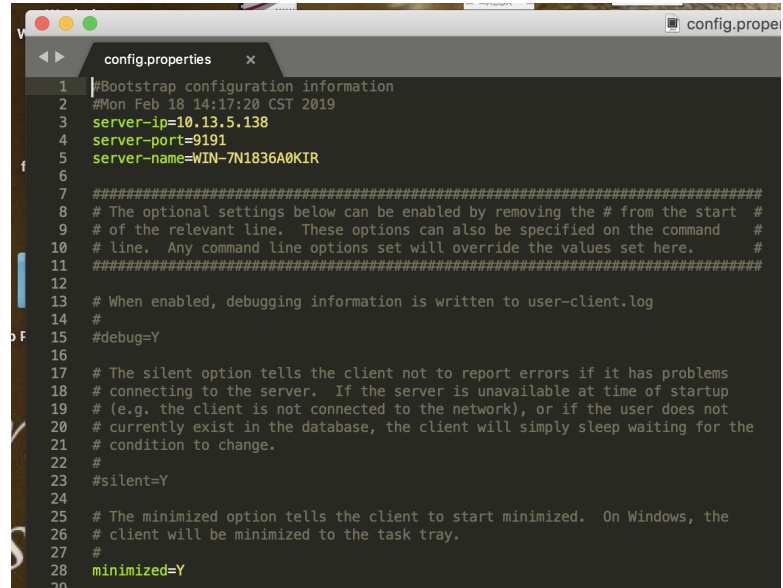


- .Click to open contents folder
- .Edit config.properties using Sublime Text



In the config.properties file remove the # in front of the following line.

minimized=Y



Also remove the # in front of the following line and save the file.

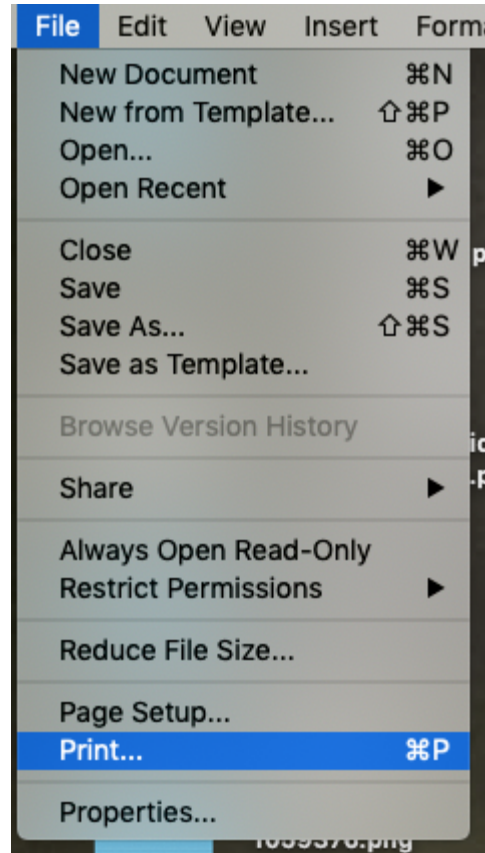
`default-selection=charge-account-list`

```
26 # Control which option is selected by default on the account selection popup.
27 # This option can be used to save mouse clicks / keyboard presses by setting the
28 # default selected option to the one that is most commonly used.
29 #
30 # Options include:
31 # charge-personal - The "Charge to my personal account" option is selected.
32 # charge-account-list - The "Charge to shared account" option is selected.
33 # charge-account-pin - The "Charge to shared account using PIN / Code"
34 # option is selected.
35 # print-as-user - The "Perform print as user" option is selected.
36 #
37 # Default (when option is disabled): charge-personal
38 # Example: charge-account-list
39 #
40 default-selection=charge-account-list
41
```

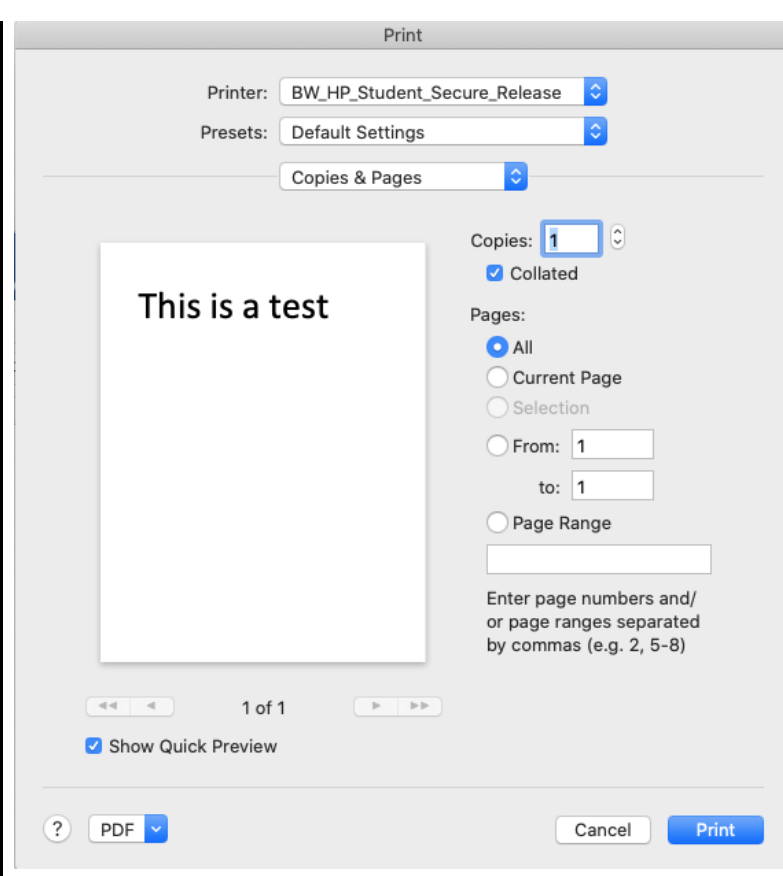
Printing Steps

Depending on what will need to be printed these steps may be slightly different per application.

You will then select **Print**.



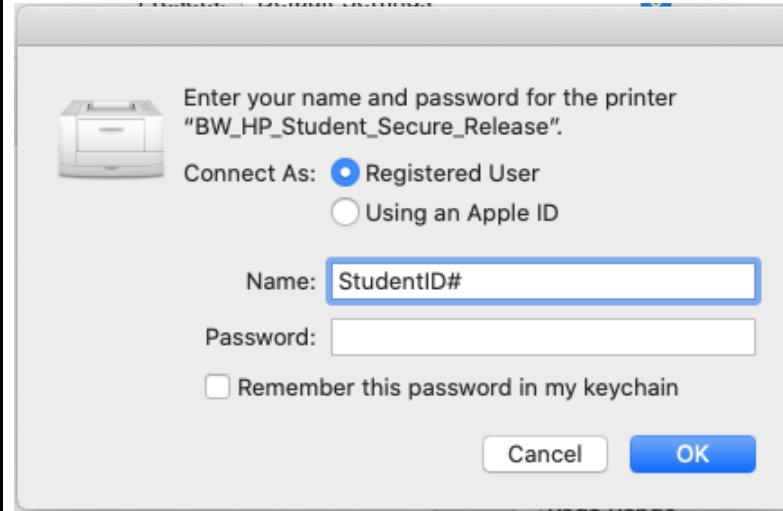
The **Print** dialog window will then open -- **make sure you choose the correct printer**
Click **Print**



Note: This will bring up the window where you will enter our AD credentials, and password.

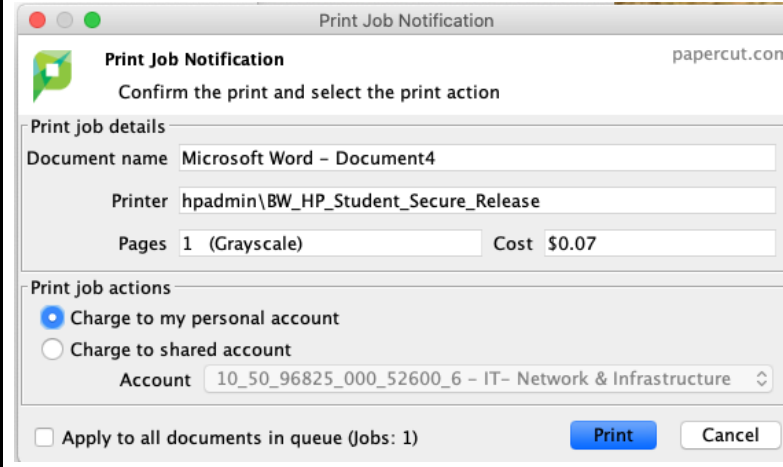
You will now enter your **username**, and **Password**. Now click **OK**.

Warning: Do NOT check the box next to "Remember this password in my keychain."



1. **Make sure to select "Charge to shared account" if not already selected**
2. Click **Print**

Your print job will now be sent to the print, and can be picked up.





ATTENTION

Your document has been held in a queue.

Before the document will be printed, you will need to log into the web interface provided or a release station and release your document.

OK