Installing the Software

- Select the Go menu option and open ‘Connect to Server’ and enter the following address:
  smb://papercut.mps.sfu.ca/pcclient/mac
- Copy the Papercut application directly into your Applications folder.
- Create a shortcut on the Dock for easy access.
- Go to your System Preferences and create a new printer (Printers & Scanners).
- Click the + symbol at the bottom of the printer list and choose “Add Printer or Scanner”.
- The Add dialog box should appear. If you do not see the “Advanced” symbol in the Toolbar, you will need to take these additional steps:
  - Right-click (or control key + click) in the Toolbar area. Choose Customize Toolbar.
  - Click and drag a copy of the Advanced icon to the Toolbar. Click Done to exit.
  - When the Advanced icon appears on the Toolbar, you can now add the printers.
  - Follow these steps to add the NewLabMono and NewLabColour printers.

1. Click the Advanced icon in the Toolbar.
2. Under the Type dropdown menu, choose “Windows printer via spools”.
3. In the URL box, type:
   - For Burnaby: smb://papercut5.mps.sfu.ca/New%20Lab%20Mono
     smb://papercut5.mps.sfu.ca/New%20Lab%20Colour
   - For Surrey: smb://papercut5.mps.sfu.ca/New%20Surrey%20Mono
     smb://papercut5.mps.sfu.ca/New%20Surrey%20Colour
   - For Vancouver: smb://papercut5.mps.sfu.ca/New%20Van%20Mono
   - For Vancouver: smb://papercut5.mps.sfu.ca/New%20Van%20Colour
4. In the name box, change the name to something meaningful (e.g. “Lab Mono, Lab Colour”)
5. Use the driver, “Generic Postscript Printer” and finish by clicking “Add”.

To Print to the Student Lab Printers:

On the next popup screen, select “Duplex Printer”. Click OK and close the screen.

You will need to repeat steps 1 through 4 for each printer you would like to install

You should now see a new printer in your list.

Open the Papercut Client (“PCClient”) in your Applications folder and make sure that it is running properly. There may be a long pause as it tries to connect.

- You may be asked to install Java on your system before the Papercut application will work properly. Agree and follow the onscreen instructions.
- Answer any prompts for authentication with your SFU COMPUTING ID and password.
  You should see a popup dialog box with your account name and the remaining funds in the upper right corner of your screen.
- Open your application and create a document.
- When you are ready to print, New LabMono or New LabColour as your printer. Make sure that the “two-sided” checkbox is selected.
- Print.

Please note: The Mac will ask you to enter your username and password for the printer and to “Remember this password in my keychain”. Enter your SFU credentials and not the computer account. You will be presented with “Holding for Authentication” if the local computer account is stored.

Edit the OS X Keychain and modify the entry associated with the printer.

FOR ADDITIONAL INFORMATION, visit the website: www.sfu.ca/itservices/technical/student-printing.html