Campus Printing
PaperCut Software Download

A Step-by-Step Guide for Students

At a Glance

Below are the instructions for installing the printing software (PaperCut) onto your laptop/iPad/iPhone. This information can be found online at fhu.edu/printmanagement and has been emailed to you, also, so that you can use the links or cut/paste as needed. **You will not be able to print to on-campus printers until this software is loaded onto your computer.**

Mac OS X:

1. Be sure you are connected to the internet with an ethernet cable or that you are connected to the FHU_Secure wifi network.
2. In Finder, select "Go" and click "Connect to Server"
3. Enter the server address as **smb://fhuprint.fhu.edu/PCClient** (or copy and paste)
4. Click "Connect"
5. It will prompt you for a login, enter **CAMPUS\firstname.lastname** (CAMPUS\your FHU username) and your FHU password
6. Click "Connect"
7. Once you are connected, double click the Mac folder
8. Double click "client-local-install" and click "Yes" when prompted
9. The PaperCut icon will appear at the bottom of the screen if the installation was successful
10. For instructions on how to install the printer in your area, go to fhu.edu/printmanagement.

Windows

1. Be sure you are connected to the internet with an ethernet cable or that you are connected to the FHU_Secure wifi network.
2. Click on the **folder** or the "**Start**" icon (depending on which version of Windows you are using) at the bottom left of the home screen
3. In the address bar cut and paste: **\\fhuprint.fhu.edu\PCClient** or type it in exactly as it appears and hit enter on your keyboard (this may take a few seconds to connect)
4. It will prompt you for your login information. Enter **CAMPUS\firstname.lastname** (CAMPUS\your FHU username) and your FHU password
5. Double click the "**win**" folder
6. Double click "**client-local-install**"
7. If asked if you are sure you want to run this software, click "**Run**"
8. Again you may be asked if you want to allow the program to run, click "**Yes**"
9. You may be asked for your login information again, if so enter the same information as on step 4 above
10. Follow the on-screen instructions for the PaperCut NG Client Setup Wizard. Do not change anything, just **accept** when prompted and hit "**Next**" or "**Install**" on each page and then "**Finish**" at the end.
11. The next Login you see, and each one you see when trying to print will simply be asking for your **FHU username and password**. You will no longer need the CAMPUS\ in front of it.
12. After you log in this time, you will see your print balance posted at the top of the screen. We suggest that you either leave it there on your screen or minimize it so that you can check your print balance at any time.
13. For instructions on how to install the printer in your area, go to fhu.edu/printmanagement

iPad/iPhone

At this time, iPads/iPhones will only print to the color copier and the LaserJet that are located in the library.

1. Be sure you are connected to FHU_Secure
2. You have 2 options for this step: (1) Open the email containing this information on your iPad/iPhone and click on the given link or (2) Open Safari and type http://fhuprint.fhu.edu:9191/ios/install into the browser
3. The "**Install Profile**" screen will pop up. Click "**Install**"
4. Another pop-up screen will appear. Click "**Install Now**"
5. Click "**Done**" when prompted
6. Push the home button at the bottom of your iPad and on the home screen find and click on the "**Printing**" app
7. Log in using your **FHU username and password**
8. The on-screen instructions will tell you how to print using this app in the future
9. For instructions on how to install the printer in your area, go to fhu.edu/printmanagement

Additional Assistance

Please contact the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111 if you need additional assistance.

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