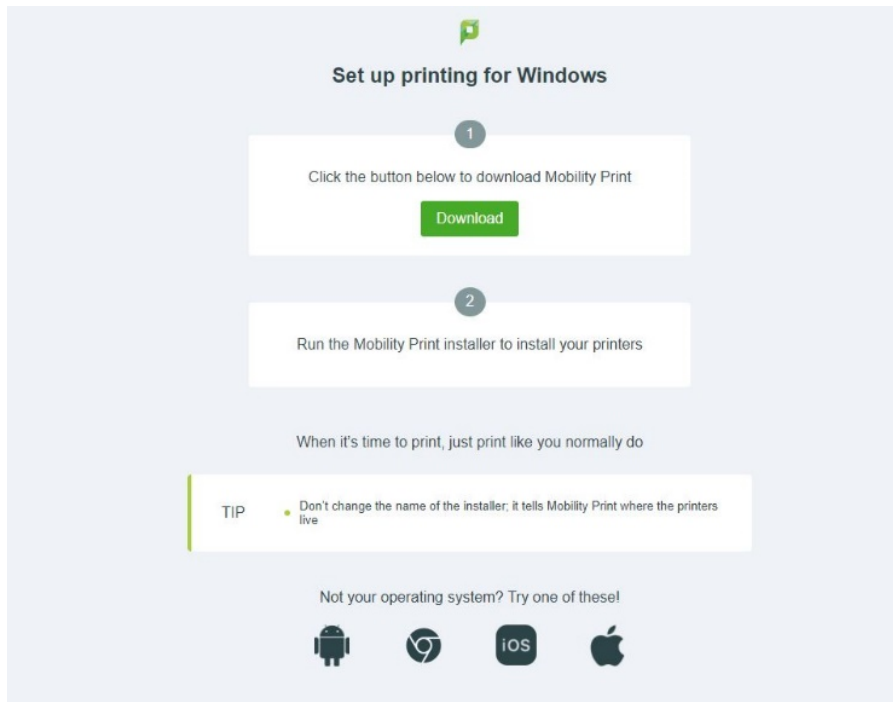# [Windows] How To Install PaperCut Client

The following outlines the steps to take to install the PaperCut Client on a shared PC.

Instructions
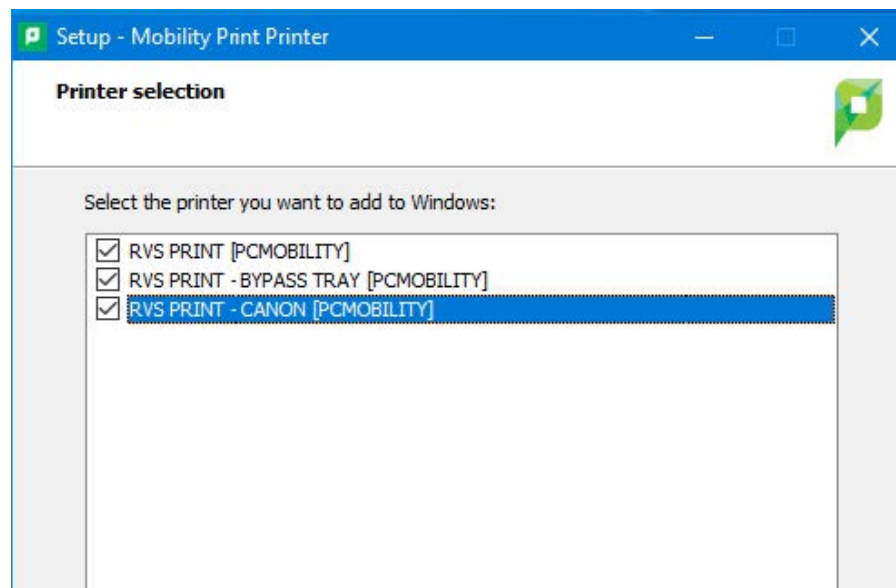
1. Go to http://pcmobility:9163/setup and download the queue.
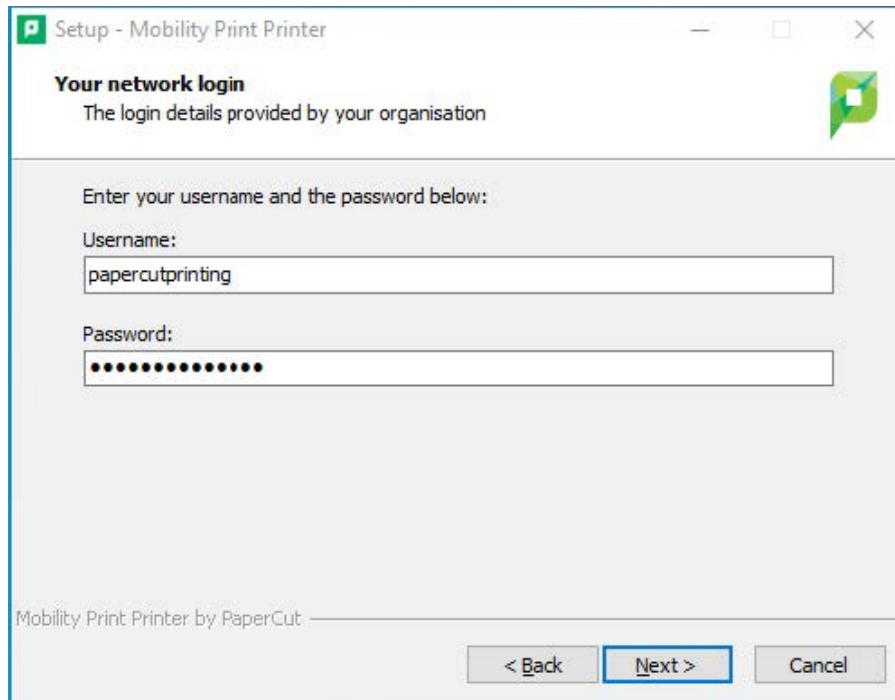

2. Install the queue using the following credentials

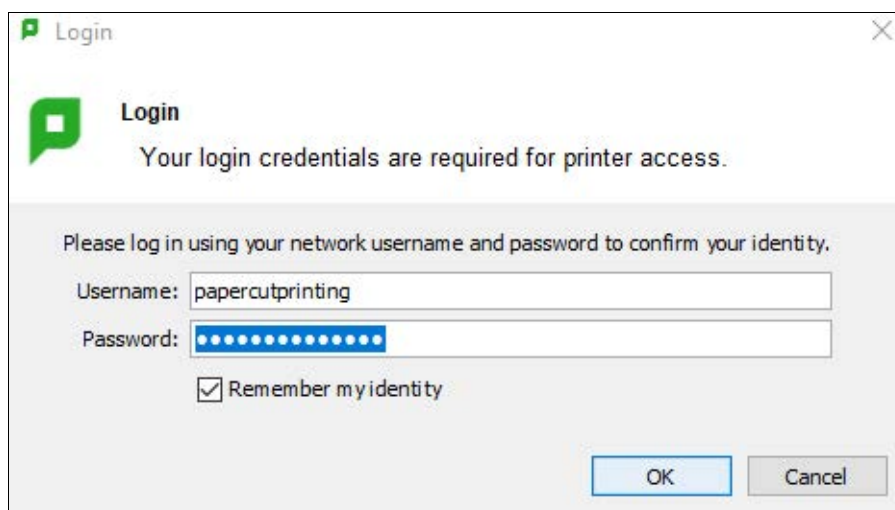User: **papercutprinting**
Password: ***RvSd41#Student***

3. Grab the Papercut client from:

\\Storage\ServiceDesk_Shared\PaperCut\PaperCut_MF_Client

4. Install the client using the "Client-local-install" and go through the setup process (leave everything the default) and then launch client at the end.
5. Login to the client as the user from Step 2 and hit "Remember my identity".

Using the PaperCut Client

1. When printing it should prompt you for credentials again with a little box that says:

2. Remember: For 1 min, 5 min.... etc. Use your papercut credentials to sign in and print. ***Do not forget to choose how long to stay signed in for.***

3. You will need to use your full email for login:

- Staff – ***user***@rockyview.ab.ca
- Student – ***user***@rvschools.ab.ca

** if the computer does not prompt you for a login, right click on the papercut tray icon and select "login as". The logout option is also here. ***

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Created
Fri 3/31/23 10:30 AM

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Attachments (0)

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@