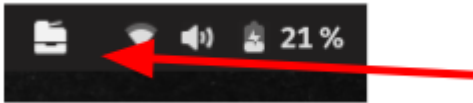


Installing Local Printers With Print Deploy

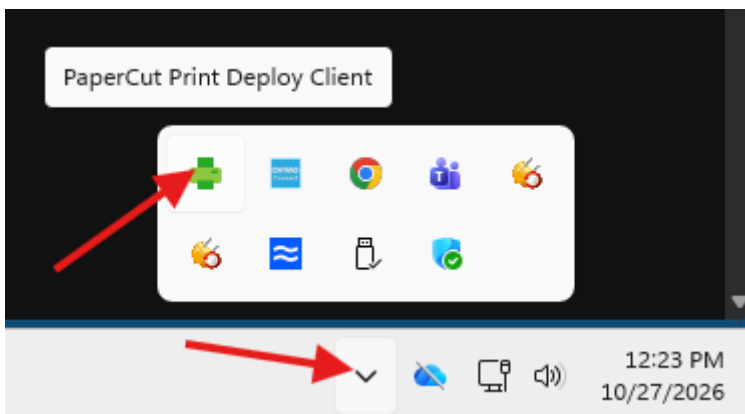
Finding the Client

MAC Version



Click on the print icon in the top right corner of your laptop.

Windows Version



Click on the arrow in the bottom right of the desktop. Then choose the green printer icon.

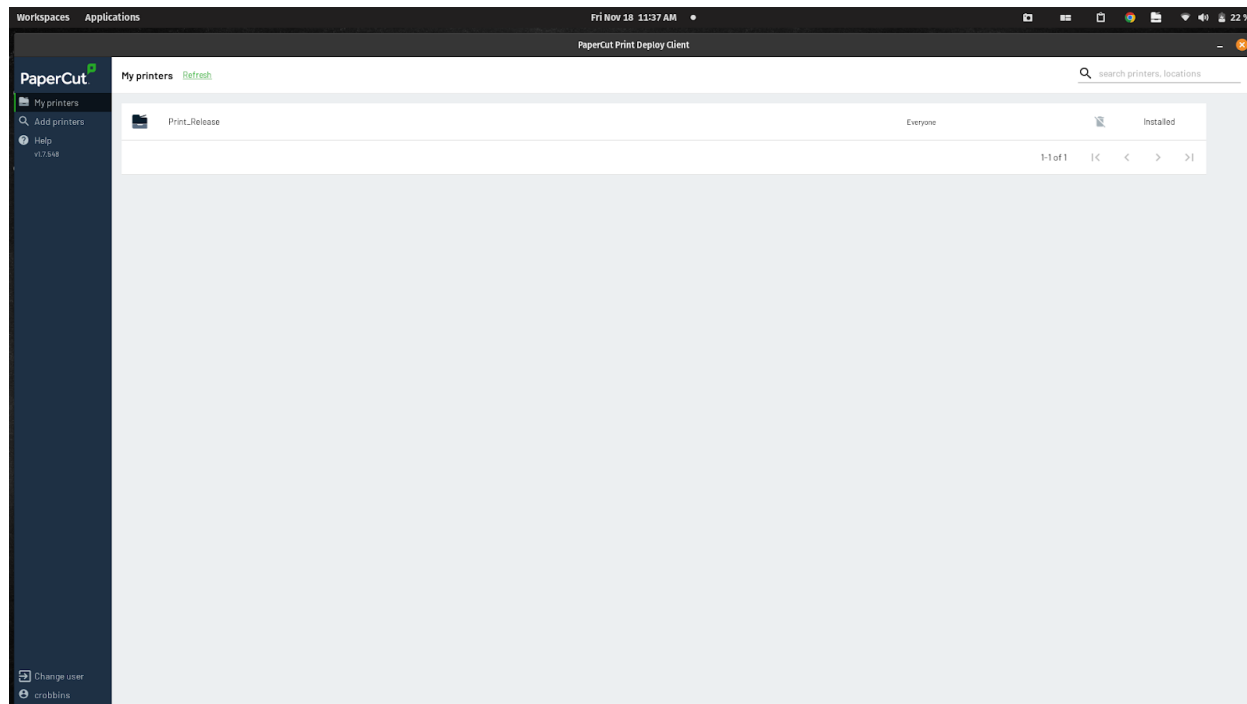
This is your PaperCut Print Deploy Client. This nifty little tool allows you to install available printers on your device, and it will treat those printers as local connections. This is a big deal because it allows printing **outside of Chrome, within any application!**

The rest of this section will walk you through choosing which printers you want installed.

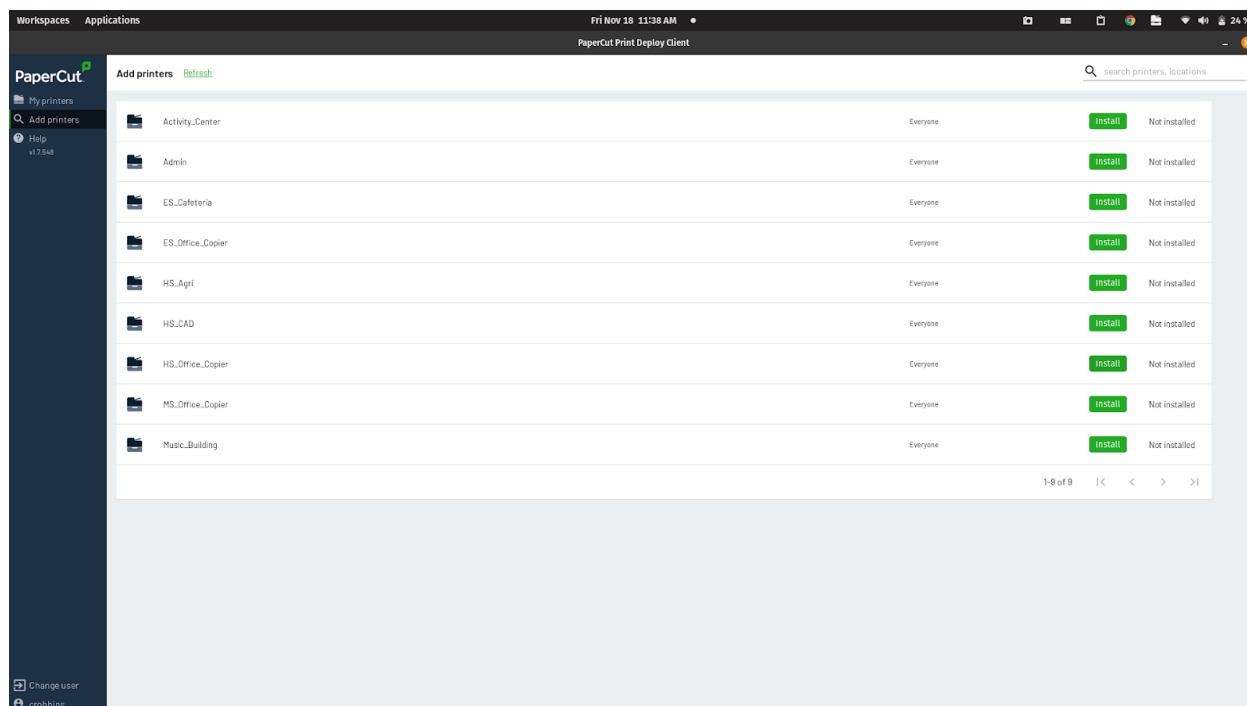
Click on the icon, and then choose “View my printers.”

If you are prompted to log in, use your Microsoft account.

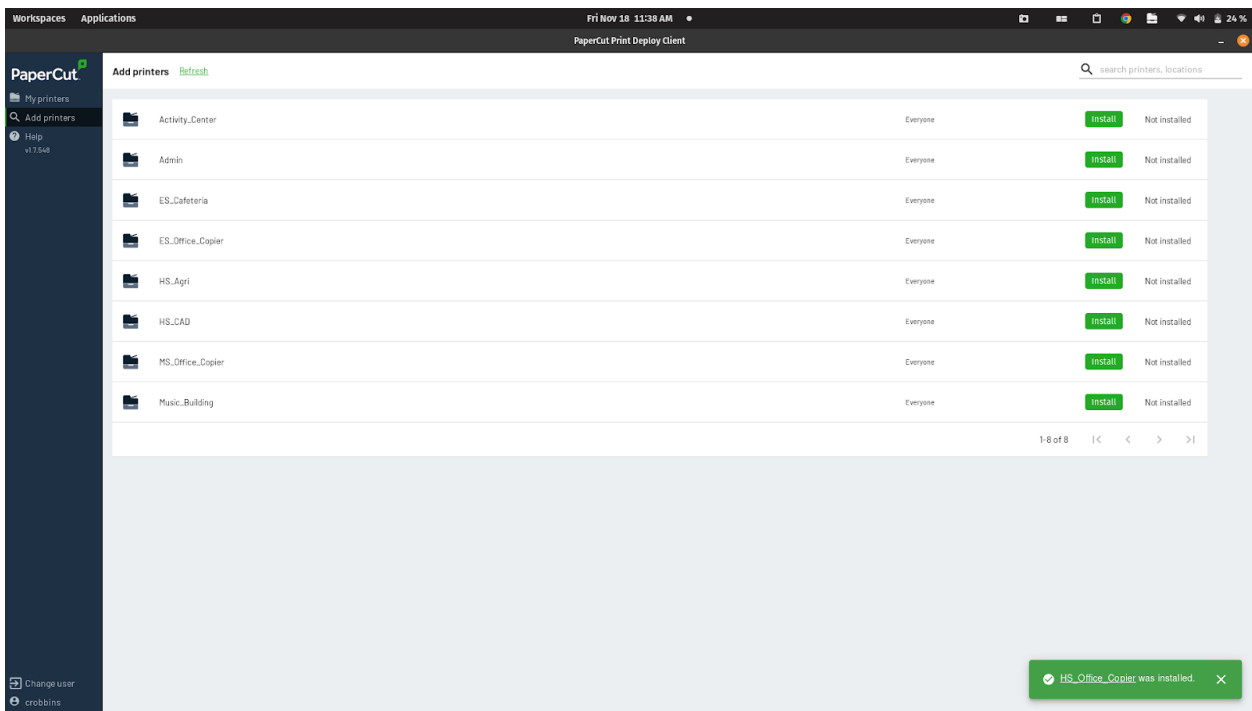
The default installation is going to put a printer called “Print_Release” on your computer. This, technically, is the only printer that you really need access to since you can release to any machine.



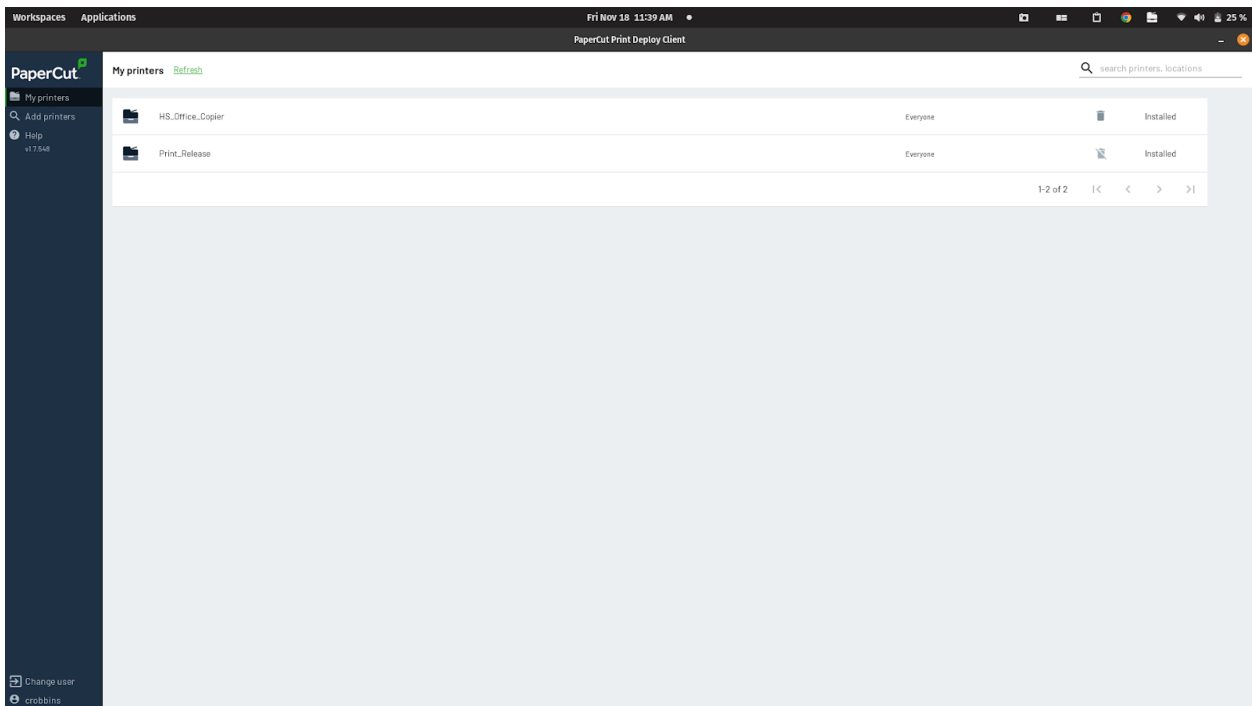
IF you REALLY want to, you can click on “Add printers” on the left of the page that pops up. Then click on the green “INSTALL” button for the device that you need to get installed.



The printer you choose should disappear from the list, and you should get a green confirmation message at the bottom of your screen.



Now, when you click on “My printers” on the left, you will see the “Print_Release” and any other printer you chose to install.



You will now see these printers in your printer selection menus, both in Chrome and other print-enabled applications.

Select a destination

Q

Search destinations

Save as PDF

HS_Office_Copier HS_Office_Copier

Print_Release Print_Release

Save to Google Drive

Admin - [cups-district] cups-district

Bus_Garage - [cups-district] cups-district

ES_Cafeteria - [ES New Cafe] ES New Cafe

HS_Agri - [Agri Classroom] Agri Classroom

HS_CAD - [CAD Classroom] CAD Classroom

HS_Library_Copier - [High School Library] High School Library

HS_Lounge - [High School Workroom] High School Workroom

HS_Office_Copier - [cups-hs] cups-hs

Music_Building - [cups-hs] cups-hs

Print_Release - [cups-district] cups-district

Save to Google Drive

Mobility Print

Mobility Print

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Manage

Cancel

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