## **Connecting to a Printer with Papercut Print Deploy**

 Open the Papercut Print Deploy Client, if it is not already open. To do this, open your Taskbar System Tray (A Icon in bottom right corner of desktop). Click on the white (or green) printer icon and select "View My Printers"..



Sign in using your Parkway Network Login Credentials.<u>You will only have to sign in the first time that you connect to Papercut.</u>



- 1) Click "Add Printers" on the left hand side of the client.
  - 2) Search for the printer you want to install.
  - 3) Click the "Install" button for that printer.

Repeat for as many printers as you need to connect to.

PaperCut Print Deploy Client – – ×							
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ସ । ଡ । ୦	Add printers Help v1.6.1438		ADC 301 HP LJ400 [msprint2](Mobility)	Parkway	Install	Not installed	
			ADC 402 HP LaserJet P4014 [msprint2](Mobility)	Parkway	Install	Not installed	
			ADC 402 HP LJ CP3505 [msprint2](Mobility)	Parkway	Install	Not installed	
			ADC 402 HP LJ400 [msprint2](Mobility)	Parkway	Install	Not installed	
			ADC 402 RICOH MP 4055 [msprint2](Mobility)	Parkway	Install	Not installed	
			ADC 404 HP LJ 4014 [msprint2](Mobility)	Parkway	Install	Not installed	
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• Go back to "My Printers" and verify that all of your selected printers were installed.

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- That's it! Your printer will now be selectable.
- The first time you attempt to print, if you do not see your printer in the print dropdown, select "See more..." and locate your printer in the list.

Print	1 sheet of paper
Destination	ADM PUB RICOH Afici
Pages	ADM PUB RICOH Aficio MP 9002 [ADM](Mobility) Save as PDF
Fages	See more