

Adding Papercut Printers using new Printer Selector Application for Mac OS X

The new HUIT Printer Selector Application allows you to add Papercut printers on your Mac running OS X 10.5 – OS X 10.7. This application also gives you the ability to add multiple printers at the same time. These are instructions for installing and using the new Printer Selector application.

1. Go to <http://downloads.fas.harvard.edu>. When prompted, enter your HUID and Pin
2. Currently there are two separate installers. One for the Papercut client, and one for the new Printer Selector app. (Figure 1.) Download both installers.
 - a. Soon there will be a bundled installer that will install both the Papercut client and Printer Selector app.



Papercut Client 	6.2	2.0Mb	MacOS X
Client establishes a connection to the FAS printing system. Requires OS X, v10.5 or later.			
Papercut Printer Selector 	6.2	0.5Mb	MacOS X
Printer selector for Papercut. The Papercut Client must be installed and running in order to print to any printers listed in this application. Requires OS X, v10.5 or later.			

Figure 1.

3. Install the Papercut client.
 - a. The Papercut client will be placed in the Applications folder. (Figure 2)
4. Install the Printer Selector Application.
 - a. The Printer Selector Application will also be placed in the Applications folder. (Figure 2)

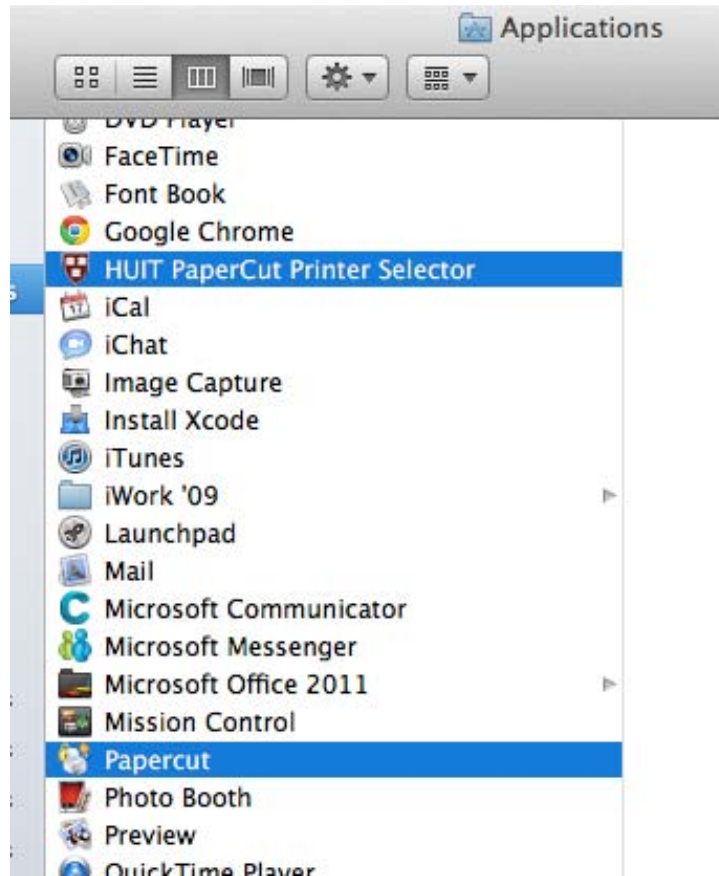


Figure 2.

5. Open the Printer Selector Application which is located in /Applications/.
6. The app will list available printers that are on Papercut. (Figure 3)

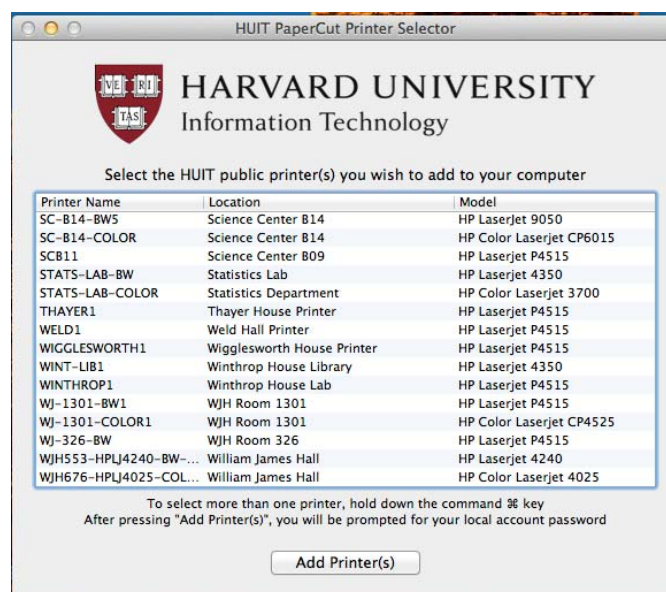


Figure 3.

7. Select the printer(s) you want to add.
 - a. If you want to add more than 1 printer, hold the **command** key while selecting each printer.
8. When you're done selecting the printers you want to add, click on the 'Add Printer(s)' button.
9. When prompted, enter your local machine password.
10. A window will appear over the Printer Selector app displaying what printer it's currently adding. (Figure 4)

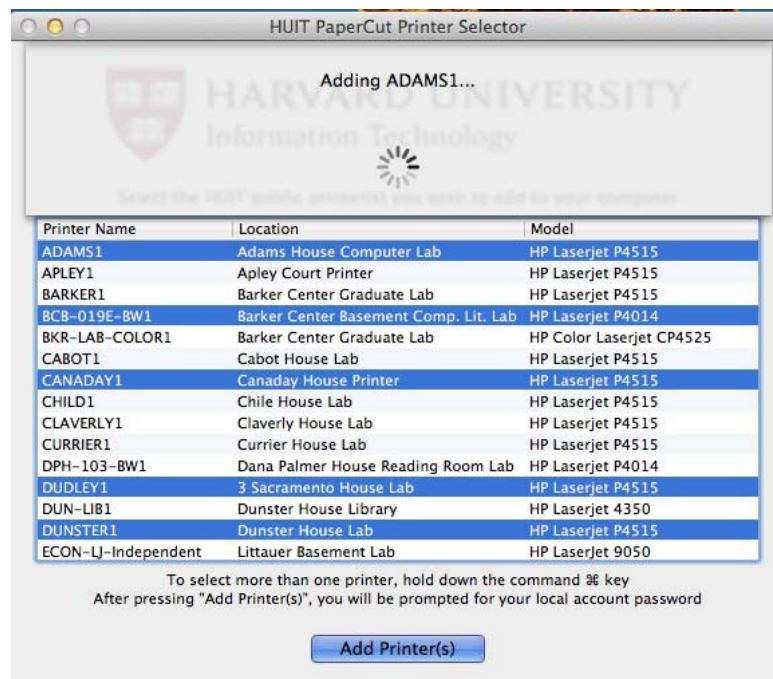


Figure 4.

11. Once it has completed, you can verify that the printers were added by opening up Printers & Fax (Print & Scan on OS X Lion) in the System Preferences.
12. You can now quit the Printer Selector app by keystroking **command+Q**.

Now that you've successfully added the printer, you can print to it. Please make sure that the Papercut client is open before trying to send the print job. If it is not open before sending the print job, it will not be sent.