Papercut Installation and usage for Windows

1. Connect to server:
   a. From any Windows file explorer type in: `\papercut02.ad.fiu.edu\pcclient`
   b. Sign in using user's FIU MyAccounts credentials (if asked for credentials)

2. Install local PC Client
   a. Open "win" and install double-click "client-local-install.exe"

   Click Run

   If you get another validation window, Click Yes

When you get to the Setup window, click Next
Accept the agreement and click Next

Click Next

Click Next

Click Install
Click Finish

Enter your FIU MyAccounts credentials (same as FIU email) and click OK

The PaperCut icon will appear on the bottom right of your screen. Right-click on it and go to Details...

Users might need to add a certificate exception to their web browsers:
- **Chrome users** click on Advanced and Proceed
- **Mozilla Firefox users** click on I Understand the Risks, and Add Exception. Click Get Certificate, and confirm Certificate Exception
- **Internet Explorer users** click on “Continue to this website”

Type in your FIU MyAccounts password and click Log in

This webpage will allow you to see your print history or any jobs pending
3. Go the Windows logo on the bottom left and click on Devices and Printers and type in: `\papercut03.ad.fiu.edu\FollowMe`.

   This will install the Toshiba printer.

   ![Image of Devices and Printers window]

   You can right-click on the "FollowMe on papercut03.ad.fiu.edu" to make it your default printer.

   ![Image of Right-click on default printer]

   After printing anything to the Toshiba printer (FollowMe on papercut03), you will get a confirmation window. Click Print.

   ![Image of Print Job Notification]

   Now you can go to any Toshiba printer, swipe your FIU card (blue side), and on the printer's screen select the print jobs you want to print.