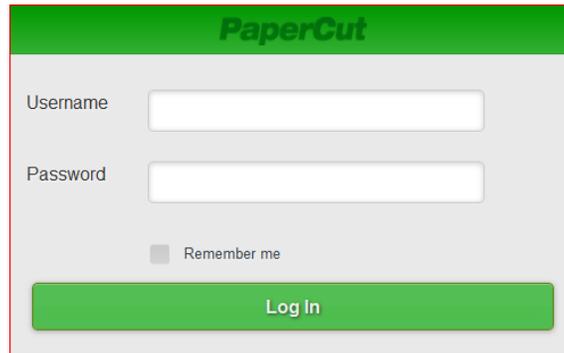# Printer Installation for Students

Harrisburg University has chosen to employ the Papercut print management system for all users in an effort to better track print usage and reduce waste. This system allows users to send jobs to a single queue, and release them at a printer closest to their location. Print jobs not released within 2 hours of printing are deleted from the queue. The system will notify users via email prior to deleting the print job.

Under this system, students can release jobs from the multifunction copiers (MFC) located in the 2nd floor library and the 12/13th floor faculty office areas. Print jobs are released at the MFC, by swiping an HU issued ID on the card reader located on the right side of the printer and then pressing select job to see available print jobs.

Below are installation instructions for both PC and Mac, which varies on how drivers are installed.

Regardless of the device, print jobs need to be associated to the user by logging into a web client with your HU username/password before or after submitting a print job. Please bookmark the following url: https://papercut.harrisburgu.edu:9192/webclient as it is needed for all print jobs.

Installation for PC

To install on a Windows based PC, copy and paste the following UNC path (bold red text) into a search or run box on your computer. **\\papercut.hu.lcl** (Pressing the Windows key + R will open a run box)

After the explorer window opens, double click on the shared printer named "eStudioFollow." Once double clicked, it may take a minute or two for any installation feedback from your computer. Please click yes if presented with any security questions regarding the printer driver. Trying to install any other printer on this server will result in an error.

Once successful, you should see a printer in your Window's Devices/Printers window named "eStudioFollow on papercut." Any jobs printed to this printer can be associated at the web client site and released at the MFCs mentioned previously in this document.

If you have any issues or questions regarding installation, please contact helpdesk@harrisburgu.edu.