

## **Windows ITSPrint PaperCut Setup Instructions**

### Installing the Client:


1. Download the `pcclient-16.1.35678.0_Win - 25SP.zip` from the YPPS Website (<http://ypps.yale.edu/blueprint/papercut/client-downloads>)
2. Extract the .zip file
3. Double click on 'client-local-install.exe'.
4. Click Next
5. Click on the 'I accept the agreement' radio button. Click Next
6. Click Install
7. Click Finish and authenticate with your Netid and Password when prompted.

### Installing the Queue:

1. Click the Windows Start Menu in the bottom left corner of your pc desktop.
2. In the Search Programs and Files box, type the following:

**\\paperc-prd-ps1.yu.yale.edu\ITSPrint**

... then hit Enter to install the print queue.

**Note:** the client must be running in order to print to the ITSPrint queue. You can verify the client is running by looking for the  icon in the system tray.