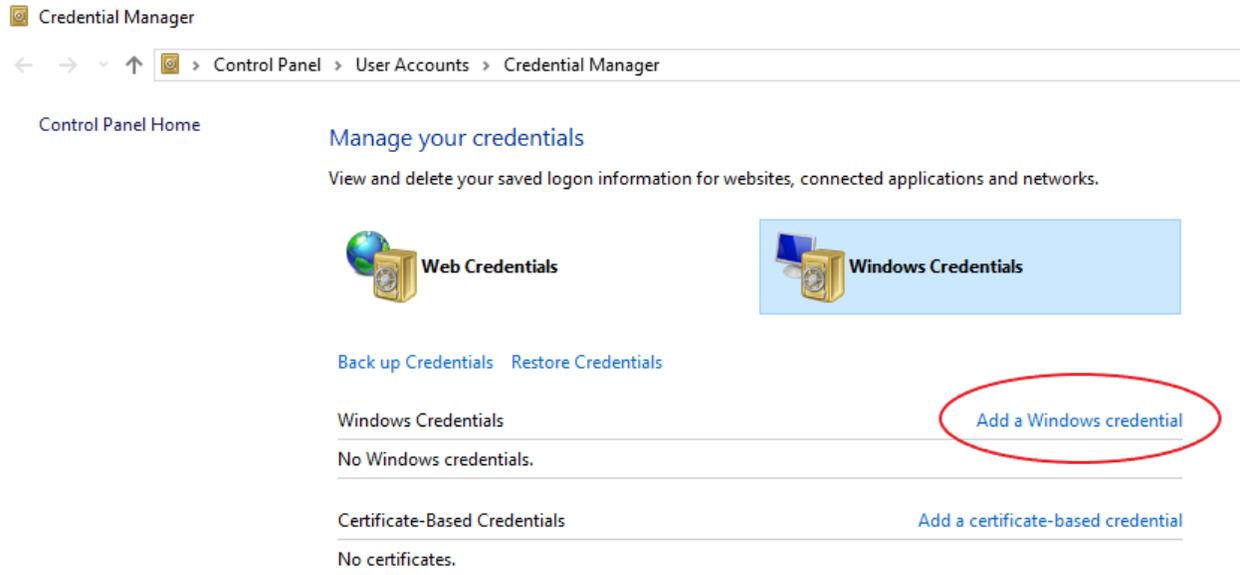


PaperCut Student Install Instructions

Before installing the PaperCut client and student secure print queues, open the **Credential Manager** app. Then click the **“Add a Windows Credential”** link. You will enter three sets of credentials.



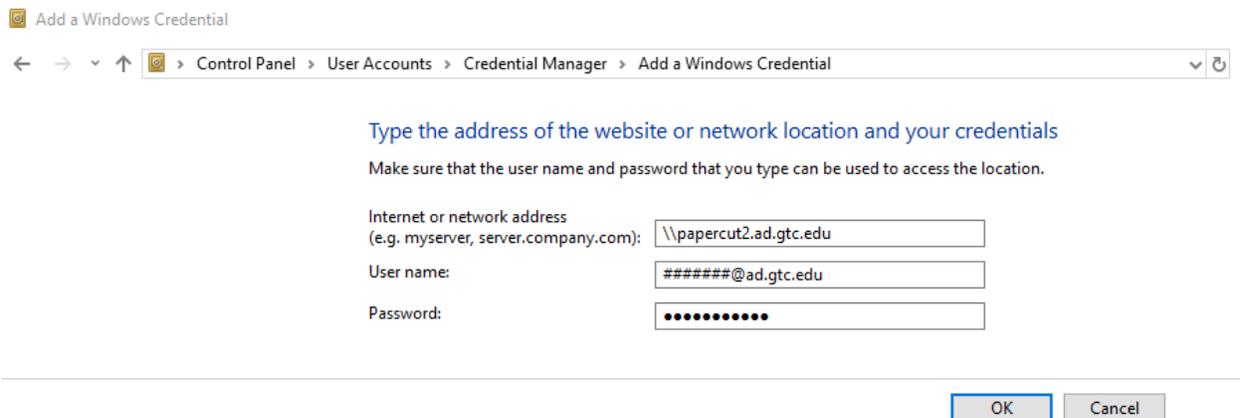
The screenshot shows the Windows Credential Manager application window. The title bar reads "Credential Manager". The breadcrumb navigation path is "Control Panel > User Accounts > Credential Manager". The main heading is "Manage your credentials" with the subtitle "View and delete your saved logon information for websites, connected applications and networks." There are two main sections: "Web Credentials" and "Windows Credentials". The "Windows Credentials" section is highlighted with a blue background. Below it, there are links for "Back up Credentials" and "Restore Credentials". Under "Windows Credentials", there is a link "Add a Windows credential" which is circled in red. Below that, it says "No Windows credentials." Under "Certificate-Based Credentials", there is a link "Add a certificate-based credential" and it says "No certificates."

Enter the server address, student number and password.

Server address will be in the form: **\\servername.ad.gtc.edu**.

The servers are papercut2, kcadmin, hpadmin

The student number will be in the form: **studentnumber@ad.gtc.edu**

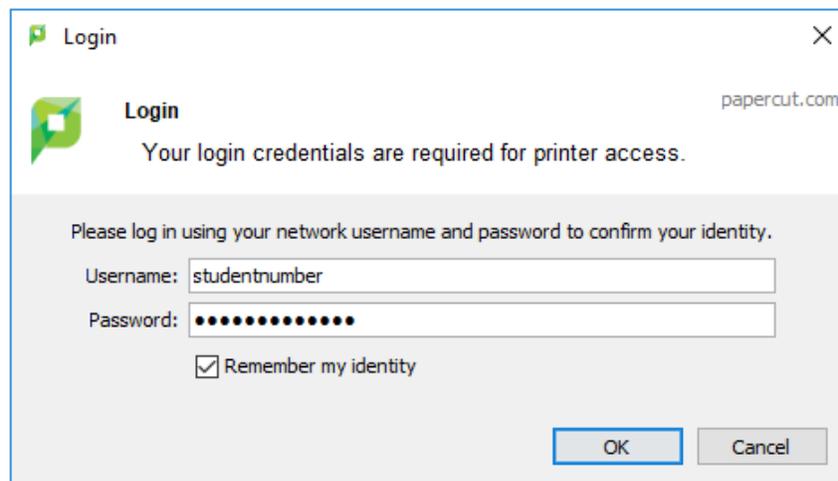


The screenshot shows the "Add a Windows Credential" dialog box. The title bar reads "Add a Windows Credential". The breadcrumb navigation path is "Control Panel > User Accounts > Credential Manager > Add a Windows Credential". The main heading is "Type the address of the website or network location and your credentials" with the subtitle "Make sure that the user name and password that you type can be used to access the location." There are three input fields: "Internet or network address (e.g. myserver, server.company.com):" with the value "\\papercut2.ad.gtc.edu", "User name:" with the value "#####@ad.gtc.edu", and "Password:" with a masked password of ".....". At the bottom right, there are "OK" and "Cancel" buttons.

After the credentials have been setup, open a window explorer window and proceed to the server “\papercut2.ad.gtc.edu\PCClient\win” folder and double-click “client-local-install.exe” to install the PaperCut client.

1. Accept the license agreement and click **Next**
2. Leave the default destination and click **Next**
3. Leave default Local Install and click **Next**
4. Click **Install**
5. Leave launch box checked and click **Finish**

After the PaperCut client is installed, enter the **student number** (without @ad.gtc.edu) and **password** in the login box popup and check the “**Remember my identity**” box. Click “**OK**”.



Login

papercut.com

Your login credentials are required for printer access.

Please log in using your network username and password to confirm your identity.

Username: studentnumber

Password: ●●●●●●●●●●

Remember my identity

OK Cancel

In the windows explorer window, proceed to the server \\kadmin.ad.gtc.edu. Install the printer queues **BW_KC_Student_Secure Release** and **Color_KC_Student_Secure_Release**.

In windows explorer window, proceed to the server \\hpadmin.ad.gtc.edu. Install the printer queue **BW_HP_Student_Secure Release**.