PaperCut for Mac

ⓘ **Table of Contents**

Intro

These instructions will walk you through downloading and installing the PaperCut for Mac client and connect to SecurePrint for submitting print jobs. This process may involve steps that are not familiar to you. **Do NOT use this install on an SPU-managed computer.** Throughout the installation and configuration process, you may be prompted for either your SPU Username and Password (use your full email address) or your computer's local administrative account and password (the one you type to install programs or updates).

ⓘ You must be connected to the SPU campus network for these steps to work. Make sure that your Mac is also setup to **Install Software from Unidentified Developers**.

Overview

1. **Verify Java and Install Software**.
2. Install Printer Drivers.
3. Install PaperCut Client.
4. Add the SecurePrint printer.
5. Instructions for Printing.

Steps

System Requirements

- Operating System: OS X 10.8 or higher
- **Java 7 or newer**
- Processor: Dual Core 2.0Ghz or higher
- Memory: 1GB or higher
- Free Space on Hard Drive: 1GB or more

Install Printer Drivers

Inside the extracted PapercutMacClient folder you will find print driver installers for each version of Mac OS. You can find the version of your system by selecting 'About this Mac' from the Apple Menu.

- **10.8: Mountain Lion**
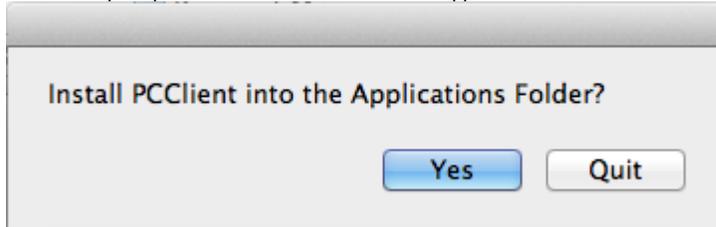- **10.9: Mavericks**
- **10.10 Yosemite/El Capitan**

Run the file corresponding to your operating system. **e.g. 10.9.MX-C26** to begin the printer driver installation. Once this is complete you can move on to installing the PaperCut Client

Install PaperCut Client

ⓘ

ⓘ You may get the error "Install Papercut script can't be opened because it's from an unidentified developer". Use the following instructions if you get this error.

1. Open **System Preferences** -> **Security and Privacy**
2. Make sure you are on the **General** tab.
3. Change the **Allow applications downloaded from:** setting to **Anywhere** (you should change this setting back after you have installed papercut).
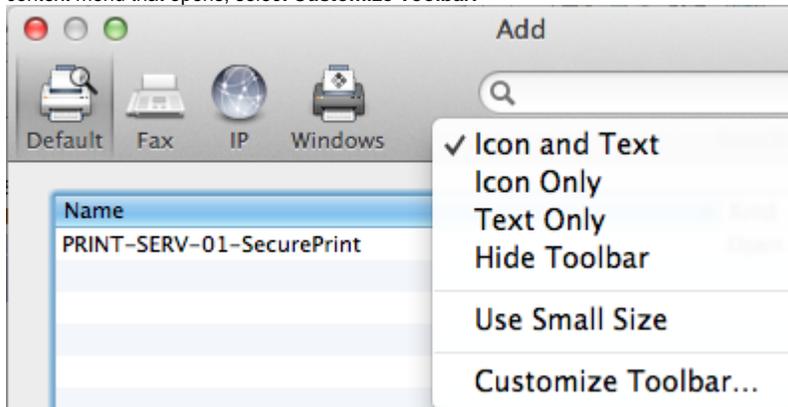4. Rerun the script and continue on to **Step 6**.

1. Run the **Client Local Install** item to have the program automatically installed to your Applications Folder.
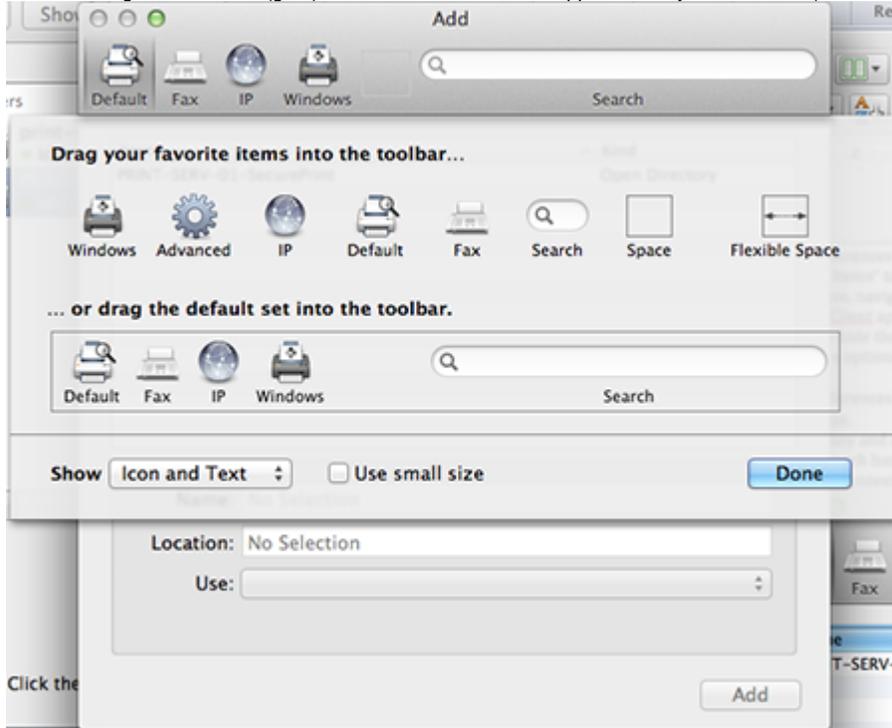2. You will be prompted to "Install PCClient into the Applications folder". Click **Yes.**

Install PCClient into the Applications Folder?

[Yes]   [Quit]

Enter your SPU Username and Password in the PaperCut window that appears and check the box next to **Remember my identity**.

Install SecurePrint Printer

1. Open the **Apple Menu** -> **System Preferences** -> **Users and Groups** and select your username
2. Select the **Login Items** tab.
3. Click the "+" button then navigate to the applications folder in the left-hand pane. Click **PCClient**, click **Add**, and then click the checkbox next to **PCClient** to hide the application when it starts.
4. Open **System Preferences** -> **Print & Scan**
5. Click the "+" button.
6. Press the Control Key (ctrl) on your keyboard and click on the grey menu header between the "Windows" icon and the search bar. In the context menu that opens, select **Customize Toolbar.**
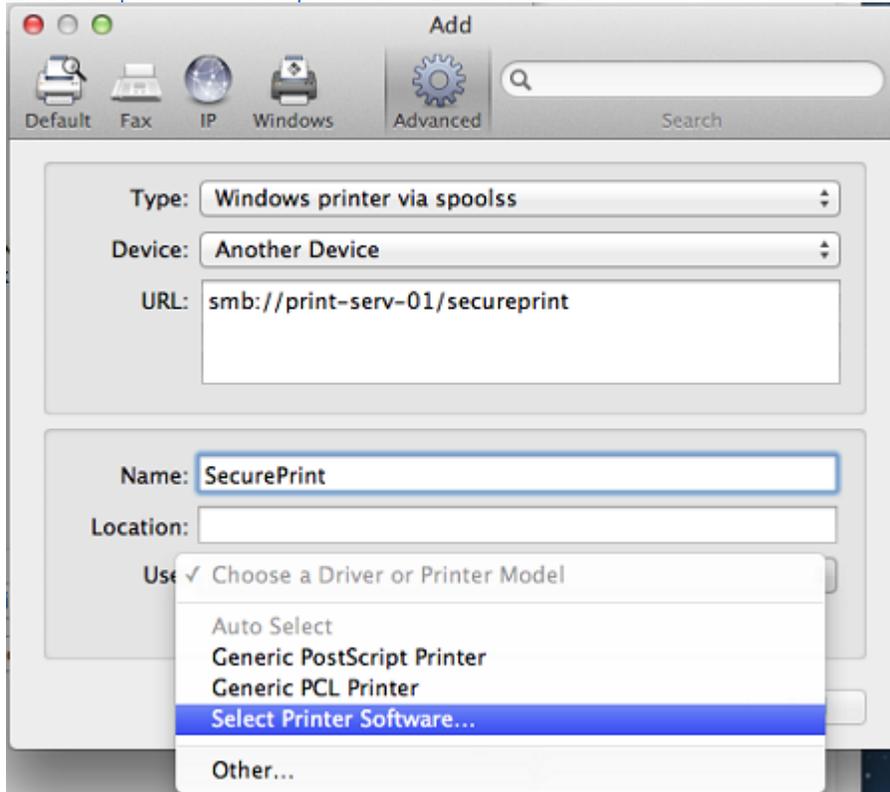
Add

Default   Fax   IP   Windows

Name
PRINT-SERV-01-SecurePrint

✓ Icon and Text
Icon Only
Text Only
Hide Toolbar

Use Small Size

Customize Toolbar...

7. Click and drag the Advanced (gear) icon from the window that appears onto your menu bar (next to the "Windows" icon) and select **done**.
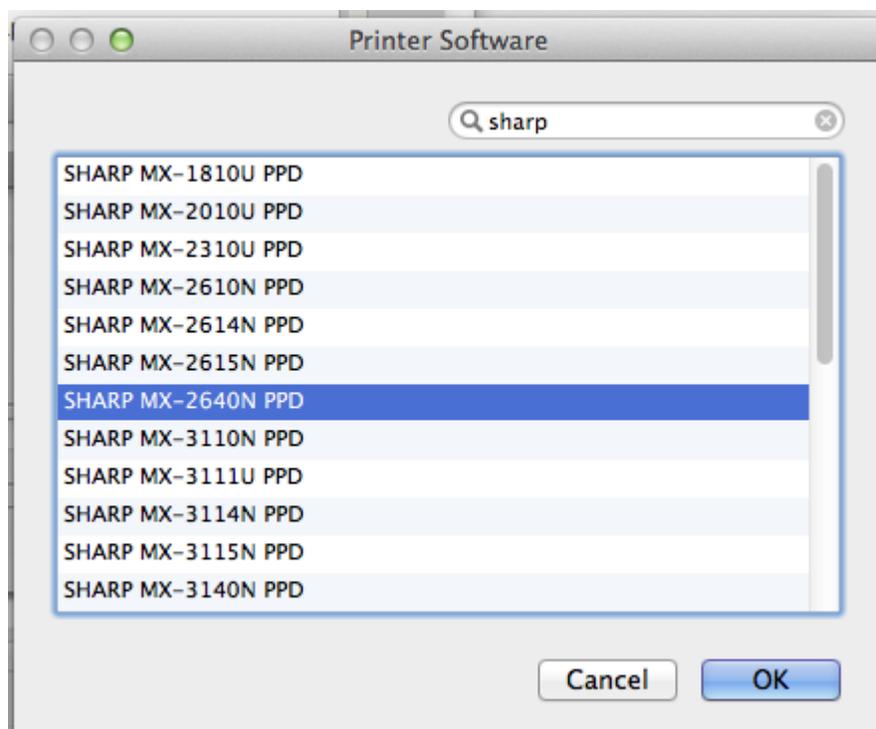

8. Click **Advanced** and give the computer approximately a minute or so to search for printers. The manual entry screen will then appear.
9. Choose **Windows Printer Via Spools**.
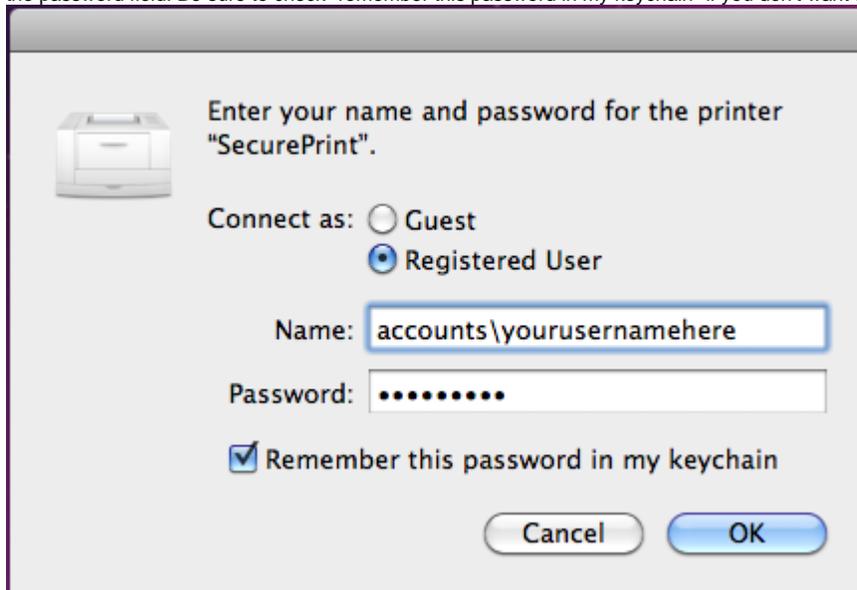**10.** Enter "smb://print-serv-01/secureprint" in the URL as shown below:

11. Choose **Select Printer Software...** from the **Use** drop-down. Find and use the **SHARP MX-3070V PPD** driver as shown below.
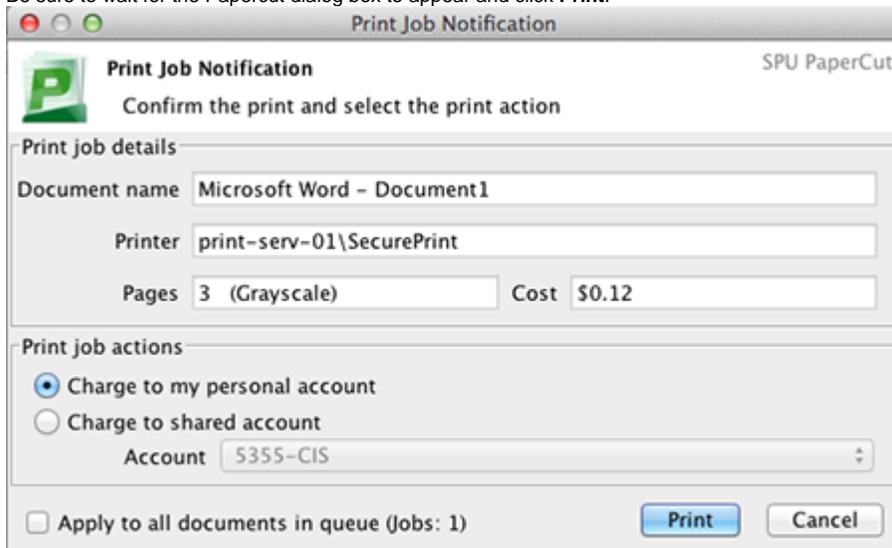

12. Choose **OK** and then click **Add**.
13. Configure printer options for the MFP outlined below, then press **OK** when finished:
    a. Input Tray Options: Three Trays
    b. Output Tray Options: Finisher
    c. Right Tray: Installed
    d. All other fields should be left alone with their default settings

14. If you changed your security settings to allow applications from unknown developers (Step 5), use the following instructions to set them back:
    a. Open **System Preferences** -> **Security and Privacy.**
    b. Make sure you are on the **General** tab.
    c. Change **Allow applications download from:** to **Mac App Store and Identified Developers**.
    d. Continue to step 25.

15. Log off of your computer and log back on. The Papercut client will start in minimized mode.

Instruction for Printing

1. Print a document to SecurePrint as you would to any other printer.
2. You will be prompted for your SPU Username and password. In the username field, put **accounts\yourusername** and enter your password in the password field. Be sure to check "remember this password in my keychain" if you don't want to be prompted again.

Enter your name and password for the printer "SecurePrint".

Connect as: ○ Guest
⊙ Registered User

Name: accounts\yourusernamehere

Password: ●●●●●●●●●

☑ Remember this password in my keychain

Cancel   OK

3. Be sure to wait for the Papercut dialog box to appear and click **Print**.

Print Job Notification

Print Job Notification   SPU PaperCut
Confirm the print and select the print action

Print job details
Document name   Microsoft Word – Document1
Printer   print-serv-01\SecurePrint
Pages 3 (Grayscale)   Cost $0.12

Print job actions
⊙ Charge to my personal account
○ Charge to shared account
Account   5355-CIS

☐ Apply to all documents in queue (Jobs: 1)   Print   Cancel

4. Release your printed job from the printer.

For more information on the SecurePrint printer, visit our **SecurePrint Instructions** page.

Related articles

- PaperCut for Windows
- INTERLINK Student Printing
- Faculty and Staff Printing
- Scan Double-Sided Documents (MFP)
- Scan to USB