


Installing Art and Design Laser Printers for MAC OS Computers

Part 1 - Installing PaperCut

1. Connect to the Suffolk Student wireless network.
2. From the Go menu (within the Finder), Choose Connect to Server...
3. Enter the server address: `smb://srv-pc-print.adm.suffolk.edu/PCClient`
 - a. Click Connect
4. Enter your Suffolk network credentials: `ADM\yourusername`
5. Go to the MAC folder and drag the PCClient.app to your Applications folder.
6. Go to the Applications folder and click on the PCClient.
7. Login to PaperCut using your network credentials and check the "Remember my identity" box.
8. Open System Preferences and Choose Users & Groups or Accounts.
9. Select your account in the left hand column and then Click on Login Items on the Right Side.
10. Click on the + in the lower left corner. Then select the PCClient from the Applications folder and Click Add.
11. Make sure PCClient is one of the items listed and close the window.
12. Restart your computer and check if a small PaperCut logo  is in the menu bar.

Part 2 - Installing the Printer

1. Download and install the latest HP drivers for Mac OS from either link
 - a. [HewlettPackardPrinterDrivers5.1.dmg](#)
 - b. https://support.apple.com/kb/dl1888?locale=en_US
2. From the Apple menu, choose System Preferences.
3. From the System Preferences, select Print & Fax.
4. Click on the plus (+) sign in the lower left corner of the window.
5. Add the Advanced Tab to the toolbar by positioning your cursor in the empty space to the right of the Windows icon and Right Click - Select "Customize Toolbar".
6. Drag the Advanced button to the empty space and Click Done.
7. To add the printer, Click the Advanced Tab and from the pull-down Menu select under Type – Windows printer via spools
8. Device is "Another Device"
9. Print queues are by floor. In URL enter
 - a. `smb://srv-pc-print.adm.suffolk.edu/Sawyer_B_CL` – for Floor B
 - b. `smb://srv-pc-print.adm.suffolk.edu/Sawyer_A_CL` – for Floor A
 - c. `smb://srv-pc-print.adm.suffolk.edu/Sawyer_6_CL` – for Floor 6
 - d. `smb://srv-pc-print.adm.suffolk.edu/Sawyer_10_CL` – for Floor 10
10. Mac OS will autofill the "Name" field. Change this to the queue name, i.e. Sawyer_6_CL
11. Next select the printer driver in Use. At the drop-down menu choose Select Software...
12. A Printer Software dialog box will open. Enter M750 in the Filter at the top of the box
 - a. Click on HP Color LaserJet Enterprise M750
 - b. Click on OK
13. When the "Setting Up..." window opens select trays 3 and 4 then click OK
14. If a box pops up to enter your name and password use your Suffolk credentials: `ADM\yourusername`
 - a. Click on "Remember this password in my keychain."
15. To add other printer queues, repeat Part 2 steps 7 through 14.

Installing Art and Design Laser Printers and Plotters for Windows Computers

Part 1 – Installing Papercut

If you have not installed Papercut, you must do so to enable printing. If you have already installed Papercut, proceed to Installing the Print Driver.

1. Connect to the Suffolk Student wireless network.
2. Click Start button
3. In the search bar, type: `\\srv-pc-print.adm.suffolk.edu\PCClient\win`
 - a. Press Enter
4. Enter your Suffolk network credentials: `ADM\yourusername`
5. Once you are authenticated, a folder will open
6. Locate and double-click on the file named 'client-local-install.exe'
7. Run the install & Accept the license agreement, accept defaults to finish install
8. Finish install & Enter your Suffolk credentials when prompted to connect to the server to allow for printing

Part 2 – Installing a Laser Printer or Plotter

Laser print queues are by floor. There is a black and white queue and a color queue for each floor. Print driver software should automatically install when you select a printer.

1. Click Start, In the search bar, type in: `\\srv-pc-print.adm.suffolk.edu`
2. Select the printer(s) you wish to install. For example, the print queues for Sawyer 6 are:
 - a. Sawyer_6_BW – for black and white
 - b. Sawyer_6_CL – for color

Plotter queues are by location and machine. Plotter driver software should automatically install when you select a plotter.

1. Click Start, In the search bar, type in: `\\srv-plot-print.adm.suffolk.edu`
2. Select the plotter(s) you wish to install. For example, the plotter queues for Sawyer 10 are:
 - a. PLT_618 – for the plotter outside room 619
 - b. PLT_S643_Left – for the left plotter outside room 645
 - c. PLT_S643_Right – for the right plotter outside room 645

To install Printers located other Campus spaces: (Sawyer Library, Sawyer Building Labs & Classrooms)

1. Click Start, In the search bar, type in: `\\srv-pc-print.adm.suffolk.edu`
2. Select the queue you want to use, based on location