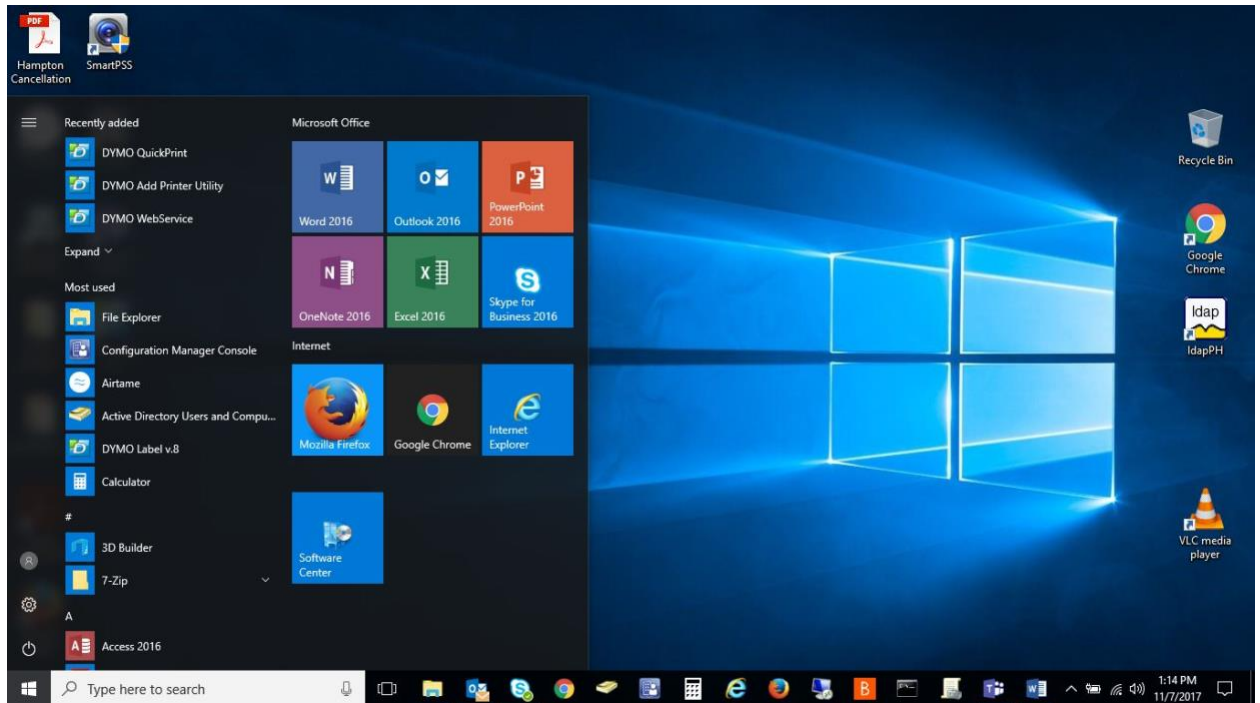
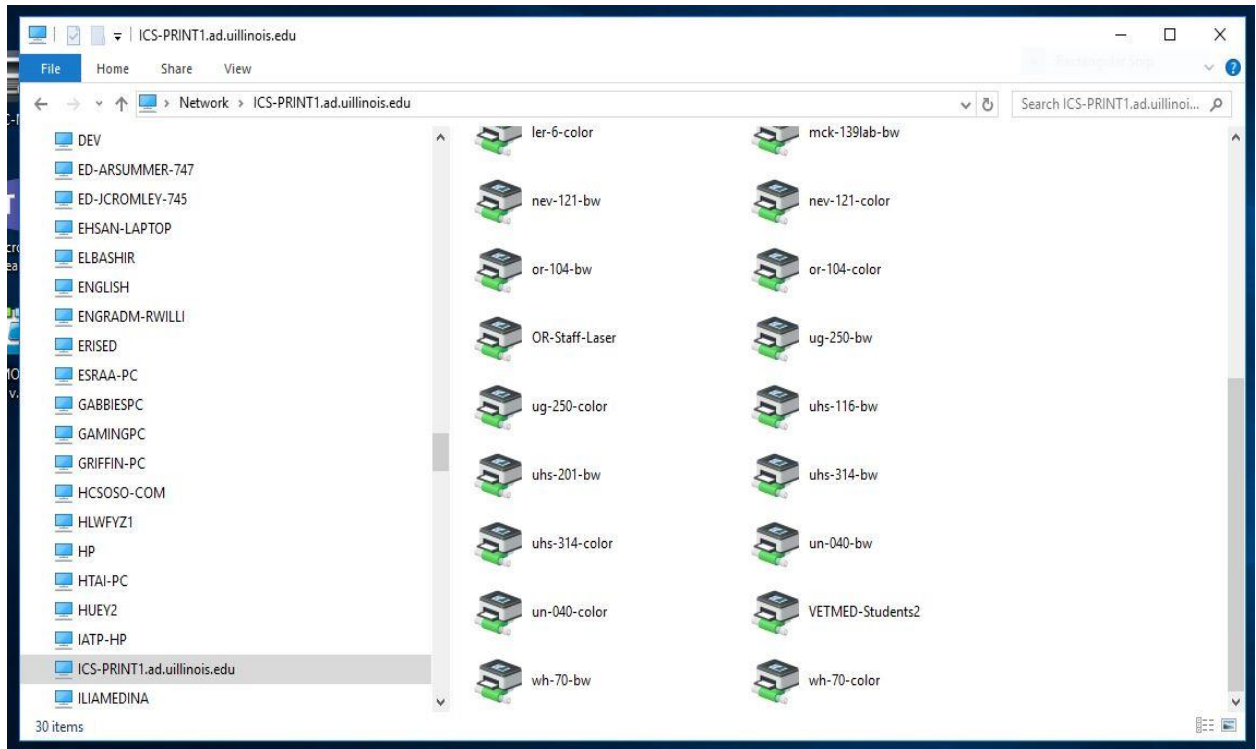


Papercut Print Server for Windows

1. Click the start button in the bottom-left corner of your screen.



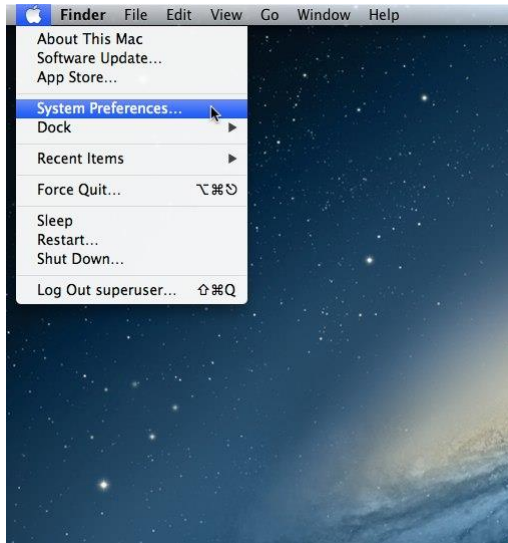
2. In the “Type here to search” field type in the print server address (e.g., [\\ics-print1.ad.uillinois.edu](https://ics-print1.ad.uillinois.edu)) and press enter. This will bring up a new window that contains all of the shared printers for UNI.



3. Double click the printer that you want to install. Choices are (uhs-116-bw, uhs-201-bw, uhs-314-bw, uhs-314-color). This finishes your installation of the printer.
4. If you wish to set the printer as default, click the start button, go to control panel and choose "Devices and Printers". Find the printer that you wish to be default, right-click on it and choose "set as default".

Papercut print server for MAC OS

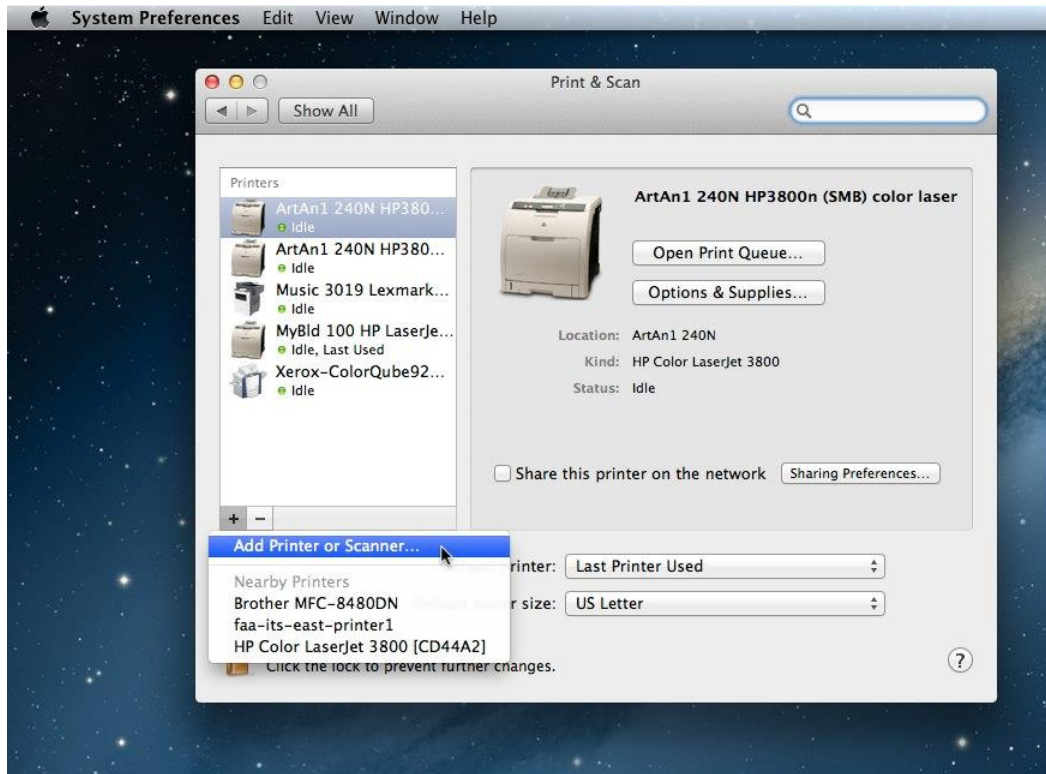
1. Open System Preferences.app.



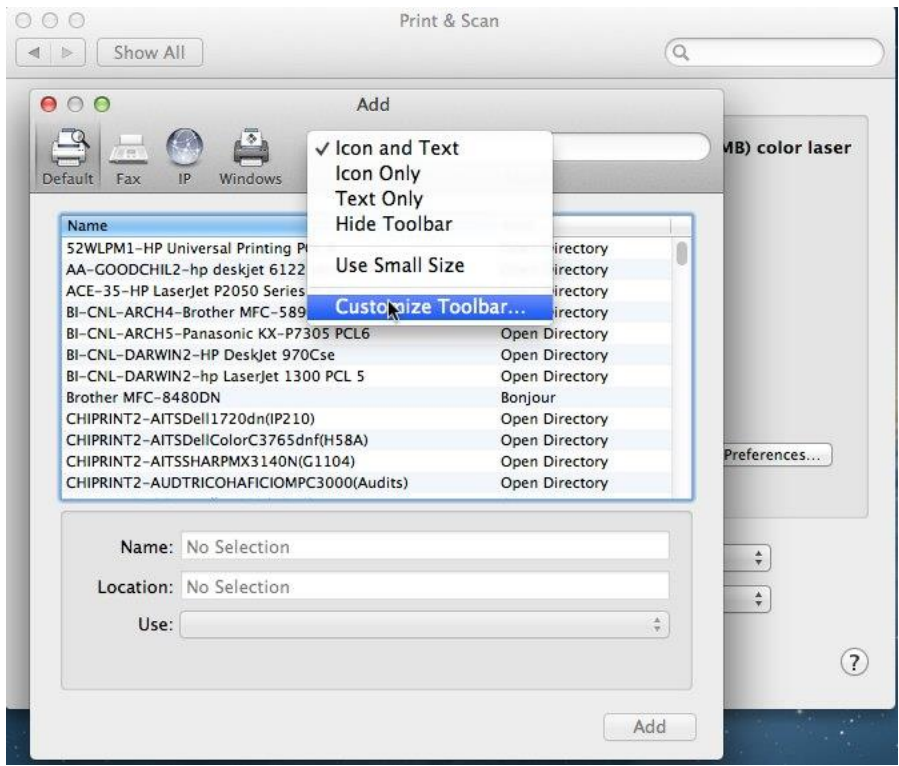
2. Click on "Print & Scan" and unlock the preference pane (if necessary).



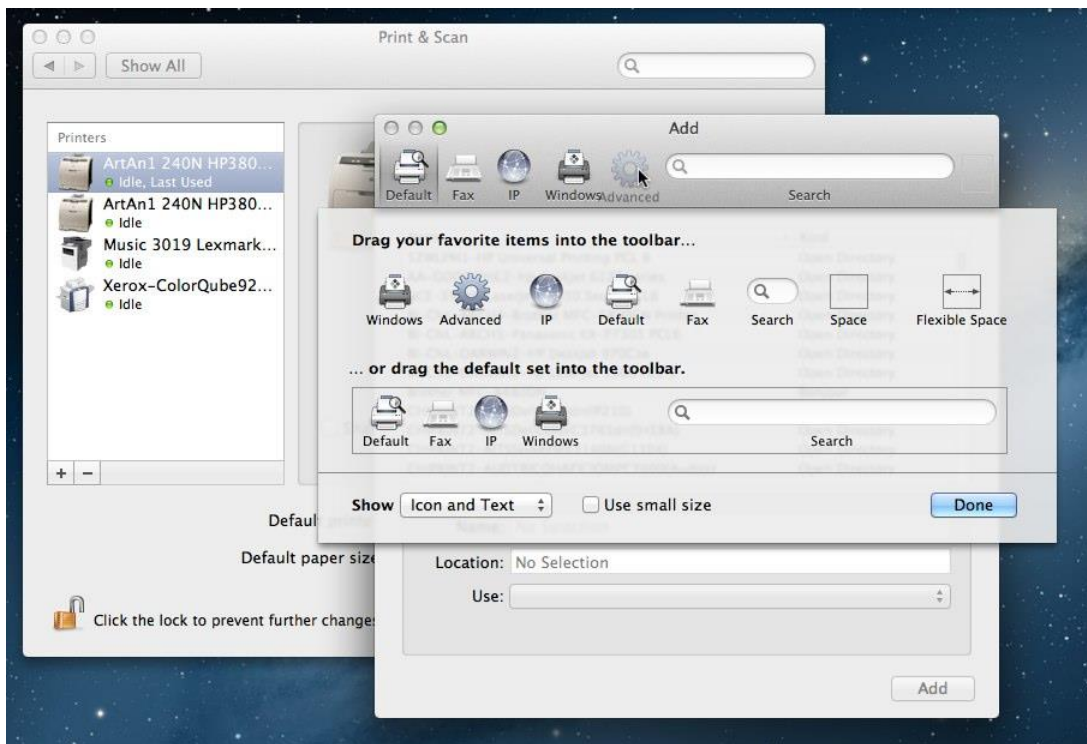
3. Click on "+" underneath the list of printers and select "Add Printer or Scanner..." in the menu that appears.



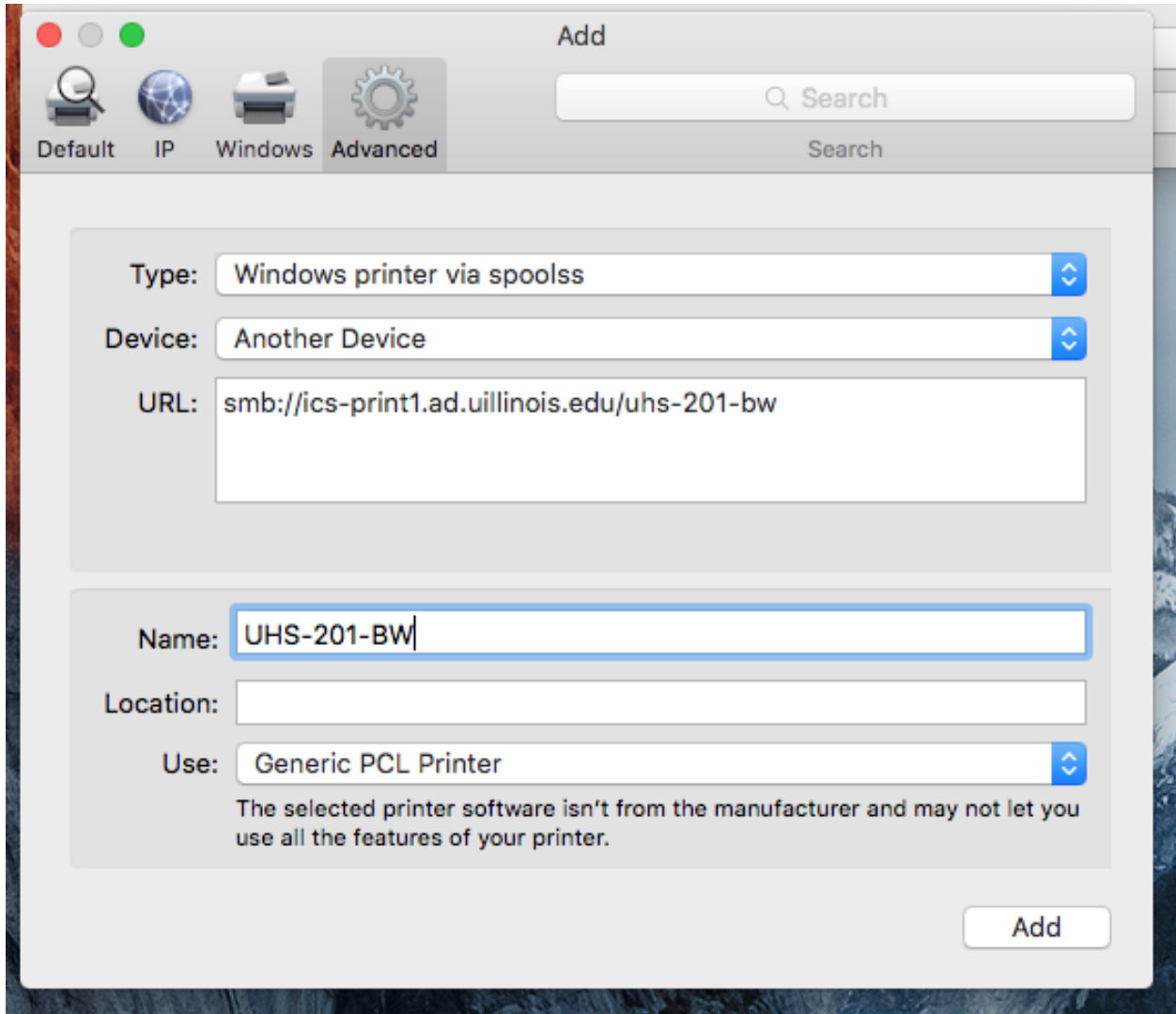
- An "Add" window will appear. If there is **not** already an "Advanced" button in its toolbar (on top, alongside "Default", "Fax", "IP", etc.), you'll need to customize the toolbar. Control+click on the toolbar area and select "Customize Toolbar...".



5. Drag the "Advanced" item up onto the toolbar and click "Done".



6. Click on the "Advanced" button.



7. Then enter/select the following: See image above

- Type: "Windows printer via spoolss"
- Device: "Another Device"
- URL: **smb://ics-print1.ad.uillinois.edu/uhs-201-bw**
Available printers: **uhs-116-bw, uhs-201-bw, uhs-314-bw, uhs-314-color**
- Name: enter a descriptive name here (suggestion: Make it the printer name e.g., UHS-201-BW)
- Location: enter the location for your reference
- Use: Generally select "Generic PCL Printer", or locate the appropriate driver for the printer, and click "OK".

8. Click "Add".
9. Configure the appropriate installed options for the printer, then click "OK".
10. The first time you print, you will generally be prompted to authenticate with your Active Directory (AD) credentials. Please enter uofi\

