


How to...

Install PaperCut and Myprint_Staff queue for Griffith Staff Windows computers

Introduction

The PaperCut print system used on our Multi-function Devices (MFD) provides flexibility and security. It also allows you to retrieve your jobs from any available MFD. This guide will show you how to manually install the PaperCut Print Deploy client and Myprint_Staff queue on your Griffith Staff Windows computer so you can print to MFD's on any Griffith campus.

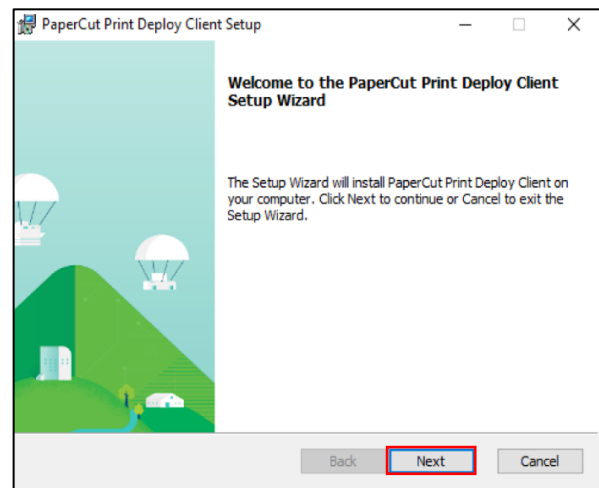
 **If you are using a Griffith Staff computer off-campus:** You will need to connect to the [Griffith VPN](#) before completing the steps below.

Griffith-owned devices will normally use the PaperCut Print Deploy client. This client enables the use of some advanced printing features (including finishing and stapling).

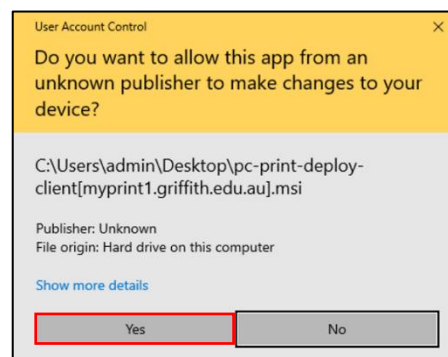
Step 1: Download the PaperCut Print Deploy client

- 1 In a web browser go to the following URL:
<https://griffitheduau.sharepoint.com/sites/Productivity-Content/VPN/Forms/AllItems.aspx>

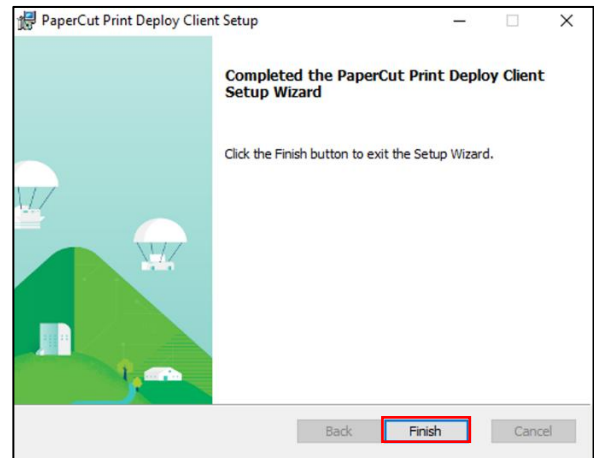
Download the **pc-print-deploy-client[myprint1.griffith.edu.au].msi** file to your desktop.



- 3 Some computers will prompt for approval to run the installer. Click **Yes** to proceed.



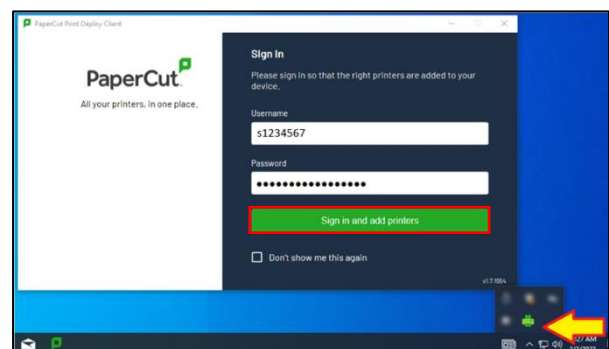
- Once the installation is completed, click **Finish**.



- The PaperCut sign in screen will appear and a new green printer icon will display near the clock on the Windows taskbar.

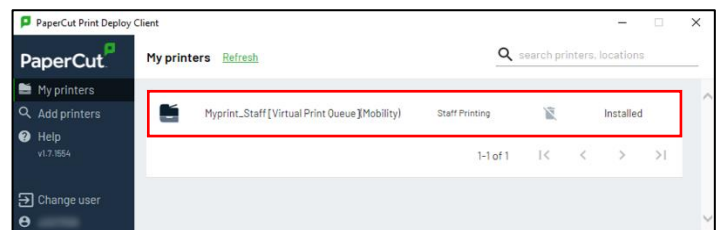
Sign in with your **Griffith sNumber** and **Griffith password**.

Click **Sign in and add printers**.



- A pop-up window will appear confirming the **Myprint_Staff** queue has been installed.

You can now close this window.



Step 2: Confirm Myprint_Staff Queue is installed

- Print a test document by selecting **Myprint_Staff [Virtual Print Queue](Mobility)** from the list of available printers.

In the Griffith Staff environment, Windows will remember the last printer you used and present that as the default next time.

