

How to...

Install PaperCut Myprint_Staff queue for Griffith Staff Apple computers

Introduction

The Ricoh PaperCut print system used on our Multi-function Devices provides flexibility and security. It features Myprint_Staff Print which allows you to retrieve your jobs from any available MFD. This guide will show you how to install Ricoh PaperCut software on your Griffith Staff Apple computer so you can print to MFD's on any Griffith campus. These computers are generally enrolled in the Jamf fleet management system.

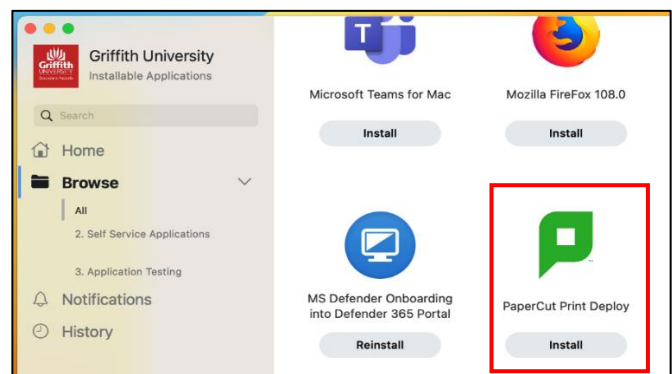


If you are using a Griffith Staff computer off-campus: You will need to connect to the [Griffith VPN](#) before completing the steps below.

The **PaperCut Print Deploy** client will be listed in the **Griffith Installable Applications** app (located in Finder > Applications).

On most Griffith Staff Apple computers, the PaperCut Print Deploy client will be automatically installed (if this is the case, it will say *Installed* under the icon).

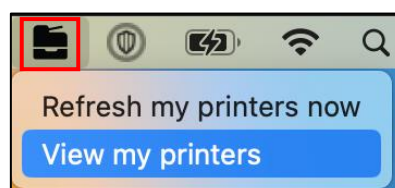
However, if not already installed, it can also be manually started from this location by clicking **Install**.



Step 1: Sign in to install the Myprint_Staff queue

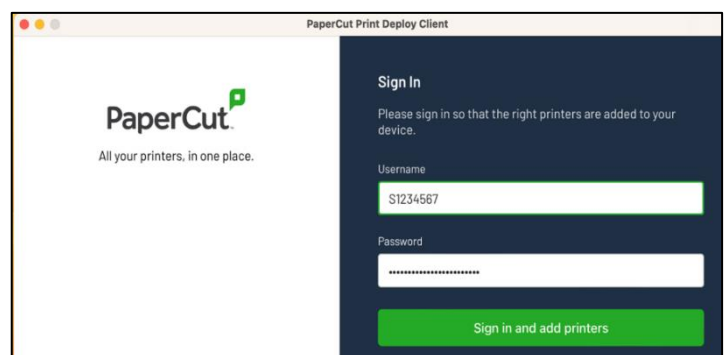
- 1 Once the PaperCut Print Deploy client is installed, a printer icon will appear in the top-right of your screen.

Click on the printer icon and select **View my printers**.

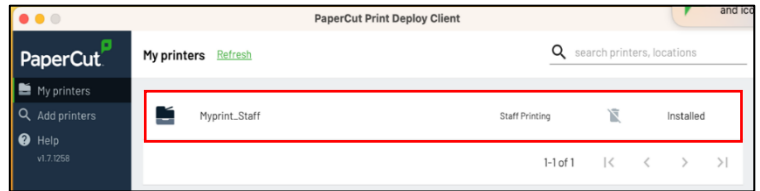


- 2 A PaperCut pop-up window will appear.

Sign In with your **Griffith sNumber** and **Griffith Password** to allow the PaperCut server to finalise and configure the **Myprint_Staff** queue on your device.

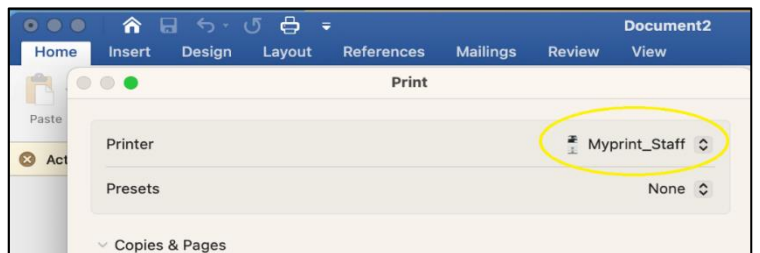


- 3 A pop-up window will appear confirming that **Myprint_Staff** queue has been installed.

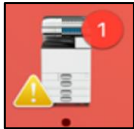


Step 2: Confirm Myprint_Staff Queue is installed

- 1 Print a test document by selecting **Myprint_Staff** from the list of available printers.



The first time you print you may see a bouncing printer icon.



- 1 Click on this icon.
- 2 You will then see a list of print jobs with **"Hold for Authentication"** status.
- 3 Click on the retry button for one of these print jobs then enter your **Griffith sNumber** and **Griffith password**.

If you tick the **"Remember this password in my keychain"** option, this will be a one-off requirement. Future print jobs will immediately print to the PaperCut system.

