



How to.... Install PaperCut and Myprint_Staff queue for Griffith Staff Apple computers (MacOS X)

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 install the PaperCut Print Deploy client and Myprint_Staff queue on your Griffith Staff Apple computer so you can print to MFD's on any Griffith campus. Note: 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 <u>Griffith VPN</u> 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**.

Griffith University Installable Applications	Microsoft Teams for Mac	Mozilla FireFox 108.0
Q Search	Install	Install
All 2. Self Service Applications		
3. Application Testing	MS Defender Onboarding into Defender 365 Portal	PaperCut Print Deploy
 History 	Reinstall	Install

Step 1: Sign in to install the Myprint_Staff queue

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.

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.

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p.	PaperCut Print Deploy Client		
PaperCut ^P your printers, in one place.	Sign In Please sign in so that the right printers are added to your device. Username S1234587 Password		
	PaperCut. Your printers, in one place.		



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

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Step 2: Confirm Myprint_Staff Queue is installed

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





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





Click on this icon.

- You will then see a list of print jobs with "Hold for Authentication" status.
- 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.

