Installing PaperCut and printer drivers on a MAC
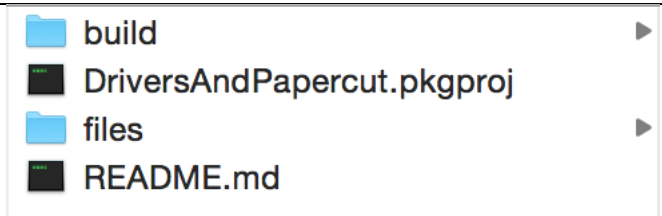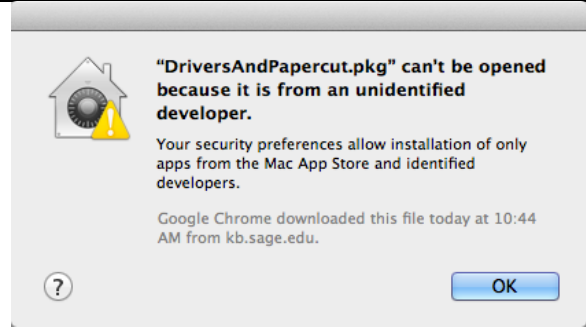
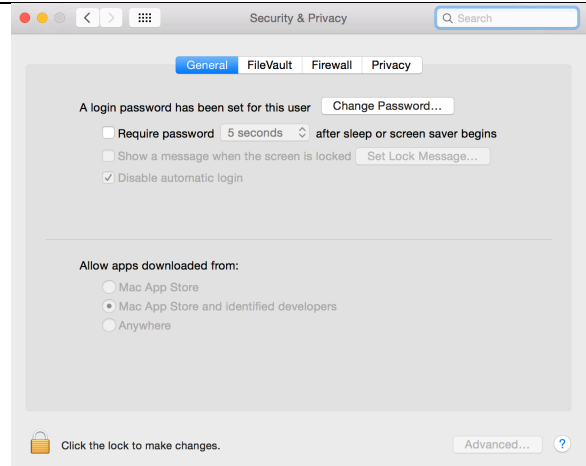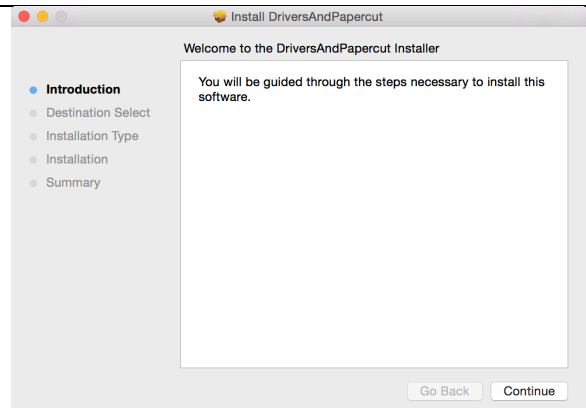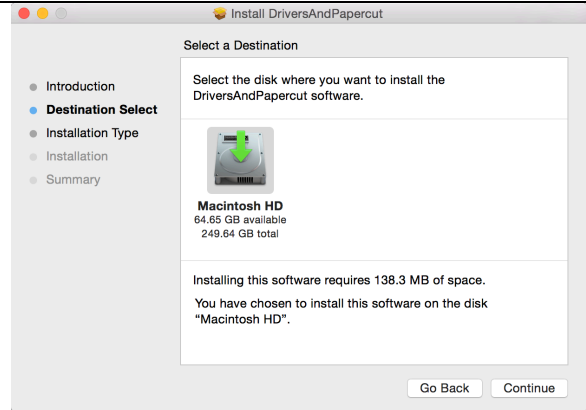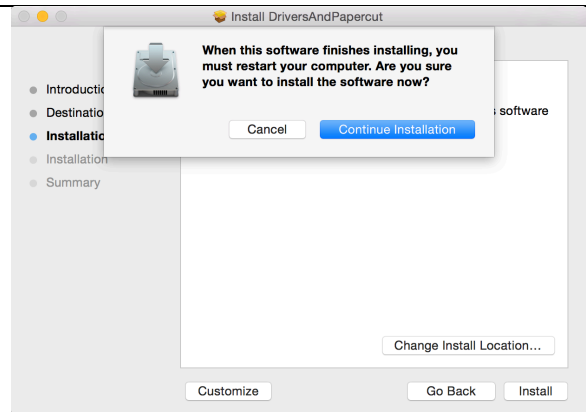|	
1. Unzip/ expand the OSX Papercut file by double clicking the zipped file.	
2. Open the OSX Papercut file and select the **build** folder. Double-click the **DriversandPapercut.pkg** file. This will open the installer window.	
3. You will likely see a window pop up stating that "DriversAndPapercut.pkg" can't be opened because it is from an unidentified developer. Select OK.	
4. Go into **System Preferences/ Security and Privacy**. You should see a prompt that allows you a one-time exception to install the "DriversAndPapercut.pkg." If you do not see this exception, unlock the lock in the bottom left and select Anywhere. You should now be able to go back to step 2 to install "DriversAndPapercut.pkg" If you had to use the lock, be sure to return to System Preferences/ Security and Privacy to unlock the lock and restore the previous setting back to **Mac App and identified developers**.	
5. Picking up where step 2 left off: In the Introduction, select the Continue button	

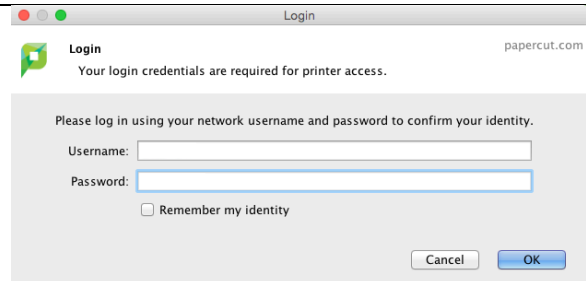|	
5. In Destination and Select, make sure your Macintosh HD is selected, and then press the Continue button.	Install DriversAndPapercut Select a Destination Introduction **Destination Select** Installation Type Installation Summary Select the disk where you want to install the DriversAndPapercut software. **Macintosh HD** 64.65 GB available 249.64 GB total Installing this software requires 138.3 MB of space. You have chosen to install this software on the disk "Macintosh HD". Go Back Continue
6. In Installation Type, select the Install button. When you select install, you should be prompted to enter your username and password for your laptop (not the same as your Sage username and password)	**Installer is trying to install new software. Type your password to allow this.** Name: ▢▢▢▢▢▢ Password: ●●●●●●●● ? Cancel **Install Software**
7. You should receive a prompt letting you know that you must restart your computer. If you have any files open in other software, save and close these before Continuing Installation.	Install DriversAndPapercut **When this software finishes installing, you must restart your computer. Are you sure you want to install the software now?** Introductio... Destinatio... **Installatio...** Installation Summary Cancel Continue Installation ...software Change Install Location... Customize Go Back Install
8. Once you restart your computer, and your computer has had a chance to gain wi-fi access on the Sage_Colleges network, PaperCut should start. The window pictured is asking for your Sage Username and Password. **DO NOT CHECK THE REMEMBER MY IDENTITY BOX**.	Login papercut.com **Login** Your login credentials are required for printer access. Please log in using your network username and password to confirm your identity. Username: ▢ Password: ▢ ☐ Remember my identity Cancel OK
9. You'll know that PaperCut (also called the PCClient) is running when a 'P' appears in the top menu bar. If you do not see the 'P' go to your Applications and double click PCClient- this should start PaperCut.	**P**

10. When are on the Sage_Colleges wi-fi and select a campus printer to send a print job, you will be prompted to enter your Sage Username and Password so that your print account can be charged.

11. To retrieve a sent print job, walk to the appropriate printer and use the number keys to enter your Sage ID# (found on your Sage ID card). On the next screen, press the "select jobs" button to select the jobs you wish to print. When done, be sure to hit the **Access** button on the printer to log out.