1. If you are a returning student, please uninstall the Toshiba printer (not the drivers) from the 2014-15 academic year. Go to System Preferences/ Printers & Scanners, select the printer in question, then hit the ‘minus’ button (-) at the lower left.

2. If you are a new student, or a returning student with a new computer, please download and install each of the ToshibaColor and ToshibaBW printer drivers, located on the art.sage.edu/techcenter website (scroll down to the bottom of the page).

3. The print drivers for the printers from 2014-15 are the same for the new, so you should not need to re-install the printer drivers. If you’re unsure, you can obtain the drivers via step 2.

4. Now to add the printers! Go to System Preferences/ Printers & Scanners, and click the plus (+) button in the lower left. On the next screen, if you do not already have an ‘Advanced’ button at the top of the toolbar, hold the control key and click in the gray area of the toolbar, select Customize Toolbar from the drop-down, then drag the ‘Advanced’ icon into the Toolbar. Now, select ‘Advanced.’

   **Type:** Windows Printer via spools  
   **Device:** Another Device  
   **URL:** smb://printer.sage.edu/Name of Printer  
   **Name:** The name of the printer is **ToshibaBW** for any B & W printer on campus or **ToshibaColor** for any color printer on campus (including IND's and GMD's). You'll need to install one printer at a time.  
   **Use:** In the drop-down, use Select Software...

5. In the next screen type ‘Toshiba’ in the search area.  
   - If you are installing ToshibaBW select: TOSHIBA MonoMFP-X7 USA  
   - If you are installing ToshibaColor select: TOSHIBA ColorMFP-X7 USA

6. Hit 'OK', then 'Add' and you should see another window verifying the printer capabilities- hit 'OK' here too.

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**Add the PaperCut Client to your MAC:**

1. From the Finder menu at the top of your desktop, select Go/ Connect to Server...

2. Type in the Server Address: smb://papercut/pcclient then Hit 'Connect'

3. A window will pop up asking for your Sage Username and Password. Enter this, then hit "Connect"

4. In the folder named 'mac', select 'Client-Local-Install'. This will ask you if you want this installed in your Applications, select 'Yes'. If this does not work, copy the ‘mac’ folder to your desktop, then open the ‘mac’ folder from your desktop and install the ‘Client-Local-Install’ file.

5. When the PCClient for PaperCut opens, it will ask you for your Sage Username and Password. Once logged in, you should see a window appear at the top right of your screen that shows your balance for PaperCut. If you click on Details... your browser should open showing more details for your account.

6. Now you should be able to print to any ToshibaColor or ToshibaBW on campus! If you want to know your balance, go to Applications/ PCClient.

7. When you go to the physical printer to obtain your prints, you’ll need to first type in your Sage ID number. This 7-digit number is located on your Sage ID card. If your ID# is 6 digits, add a zero (0) to the beginning. Enter the number, and once logged into the printer, press the ‘Select Jobs’ button on the touch-screen. The next window should reveal any jobs you have sent. Select the jobs you want to print, and they will print. Your print quota will reflect the deduction of the cost of your prints.

8. When you are done retrieving your prints, be sure to press the ‘ACCESS’ button on the printer to log out.