Install PaperCut client: Windows 10

Before starting this procedure, ensure the following:

- User is a current student, faculty, or staff member with an active NetLink ID and password
- The laptop is connected to the UVic wireless network (other wireless networks, e.g. Eduroam, will not work): users must be **on campus** to connect to the network, install printers, and send print jobs
- User is in an area with wireless coverage, and is connected to the **UVic** wireless network

1. Click the Windows icon in the bottom left-hand corner of your screen

2. Type the following: `\papercut\pcclient\win`

3. If prompted for username and password
   - For username, have user enter `uvic\[NetLink ID]`
   - For password, have user enter NetLink password

4. If security prompts appear, click “Yes” to allow changes

5. Press Enter or click on the folder to open the PaperCut client folder on the Desktop
6. Scroll to locate and then double-click on client-local-install.exe

7. At the License Agreement, select I accept...
8. Click Next >
9. At the Select Components window, choose Local Install (All User Accounts) unless the computer is shared with other users

10. Click Next >
11. At the Ready to Install window, click Install

12. When the installer is finished, ensure the checkbox is checked beside Launch client and verify my identity

13. Click Finish
14. The Install Wizard will close and a PaperCut Login dialogue box will open. Enter your NetLink ID and passphrase

15. Check the box marked Remember my identity (if it’s a shared computer, leave box unchecked)

16. Click OK to logon

You have now completed the steps to install the PaperCut client on a laptop.