Install PaperCut client: Windows 10

Before starting this procedure, ensure the following:

Before you start this procedure, please ensure the following:
- You are in an area with wireless coverage
- You are a current student, faculty, or staff member with a NetLink ID and password
- Your computer is set up to use the UVic Wireless Network and is connected to the secure wireless network UVic (other networks, e.g. Eduroam, will not work)

1. Click the Windows icon in the bottom left-hand corner of your screen
2. Type the following: `\papercutprint\pcclient\win`
3. Press Enter or click the folder that appears in the Start Menu
4. A pop-up will open asking for username and password
   - For username: uvic\[NetLink ID]
   - For password: NetLink password
   - Press enter or click OK
5. If security prompts appear, agree to allow changes
6. Press Enter or click on the folder to open the PaperCut client folder on the Desktop
7. Scroll to locate and then double-click on client-local-install.exe

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

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

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

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

![Login Dialogue Box]

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

17. Click OK to logon

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