Install Library printers – Windows 10

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**
- Your computer has the **PaperCut client** program installed, running, and logged in with your NetLink ID. If it is not, please **install the PaperCut client** before proceeding

1. Open the **Start menu**

2. Type the following: `\papercutprint\LIBRBW`

3. Press Enter or click the printer icon that appears in the Start Menu

4. If a pop-up opens asking for username and password
   a. username: `uvic\[your NetLink ID]`
   b. password: your NetLink password
   c. Press enter or click OK

5. A window will open showing the installation progress of the Black and White print queue drivers
6. Once the installation has completed, another window will open showing the print queue: close it

7. You have now completed the steps to add the library black and white printer, LIBRBW

Install colour and legal/ledger printer:
- To add the Colour printer ($0.40 per printed size, letter size only) and the Music & Media printer ($0.40 or $0.80, legal and ledger size only), repeat steps 1-3, above, replacing the address with the appropriate printer:
- **Colour** printer: `\\papercutprint\LIBRC`
- **Music & Media** printer (for **legal** and **ledger size** printing ONLY):
  `\\papercutprint\LIBR_MM`