Add PaperCut Printing to a Personally-Owned Windows 10 PC

Click on the Search field next to the Window icon and type settings

Click on devices

Add printers & scanners

Click on Add a printer or scanner
Add printers & scanners

Refresh

Searching for printers and scanners

The printer that I want isn’t listed

Click on the printer that I want isn’t listed

Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Select a shared printer by name

Example: \computername\printname or http://computename/printers/printname/printer

Click on browse

Network

Click in the field where you see the word Network

the network printer you want to use and click select to connect to it

Type: \papercut00.canisius.edu
Enter in your Canisius credentials

You will want to install the MyGrayscalePrintJob for black and White and MyColorPrintJob for color you will do this one at a time.
Click Next

You will see a status window

You will see the window above when the installation is successful. Click on Next
You have the option of printing a test Page then click on Finish.

Above you can see that the MyGrayscalePrintJob printer is an installed printer ready to be used.