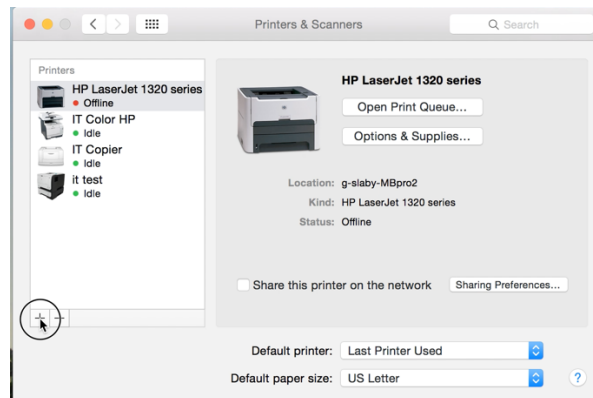
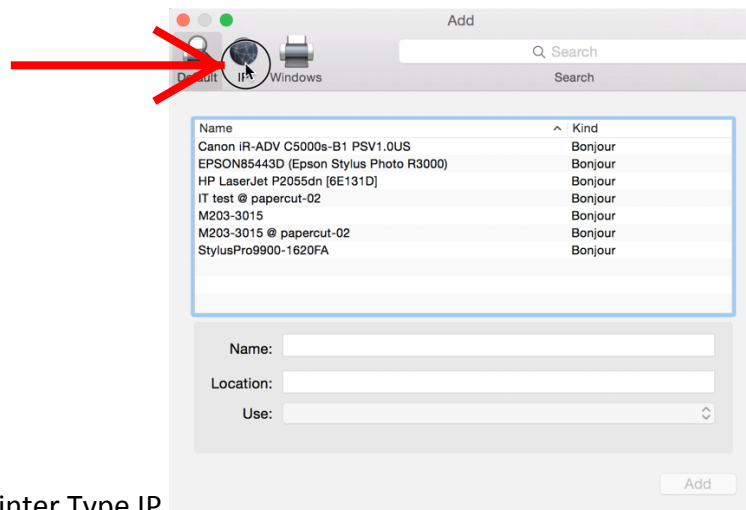


Instructions for adding studio printers to student Apple Laptops

1. Download the Student Papercut App
 - a. Go to <https://my.cia.edu/technology>
 - b. Login
 - c. On the left side find "Student Printing"
 - d. Download the appropriate Client for your Operating system
2. Open the DMG, and copy the App to your Applications Folder
3. Start the App and login using your CIA credentials. **!!This App MUST be open to print!!**
4. Open the Printers and Scanners system Preferences Pane

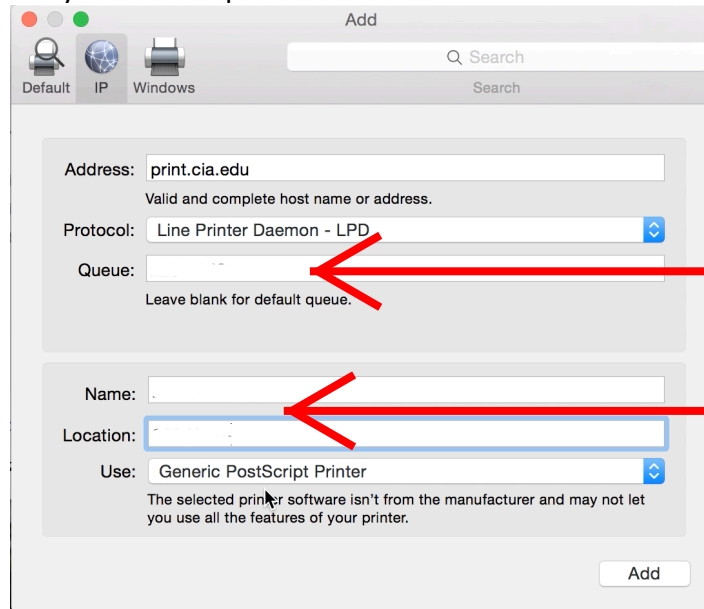


5. Select the '+' to add a printer.



6. Select Printer Type IP.

7. Fill in the boxes with the following information. Where the “Queue” Field is the name of the printer you want to print to.

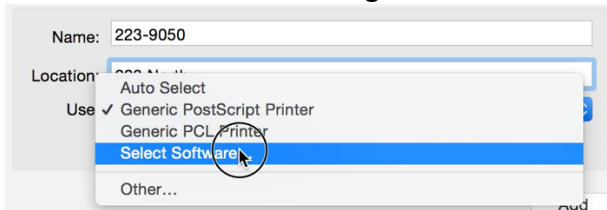


Printer names
QUEUE

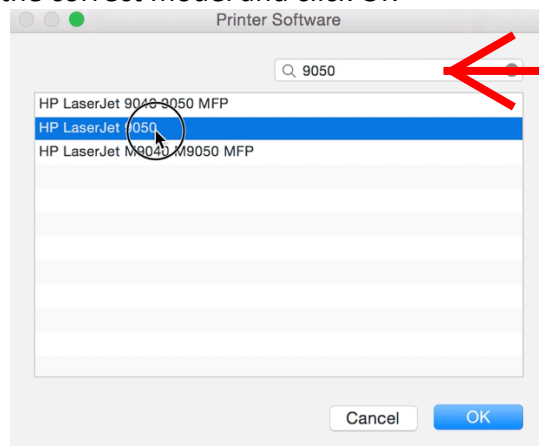
223-9050
or
223-5200

Name & Location
user's own description

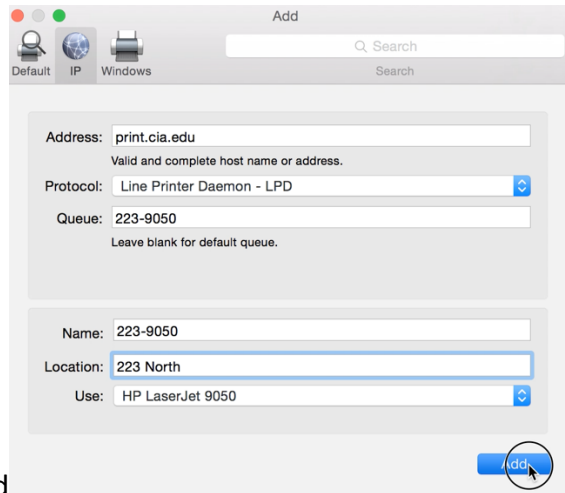
8. Click on the arrows to the right of the “Use: field and click ‘Select Software’.



9. Type the Model name of the printer in the filter field (ex. **HP Laserjet 9050 use 9050**). Select the correct model and click OK

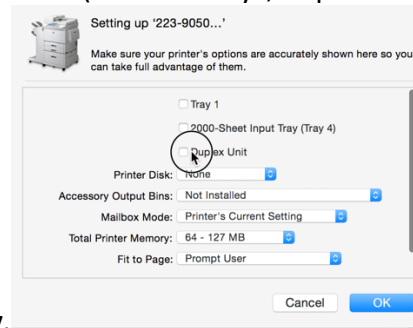


****** If you do not see the correct Printer listed you need to download the appropriate driver package for your version of the “HP Printer Drivers” from the Apple Support site. <http://www.apple.com/support>



10. Click Add

11. Select the appropriate options for the printer (ex extra trays, duplex. Etc)



***all CIA printers have duplex capability.**