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## Adding Global PaperCut Print Queue

1. Check to see if you have the follow-me printing queue on your machine by clicking Start > Devices and Printers, you should see "MCPHSPrint on PPSO6" as an available printer.

2. If not, click Add a Printer > Add a network, wireless or Bluetooth printer > The printer I wanted isn't listed and enter the printer name in the "Select a shared printer by name" field: $\backslash$ \pps06\MCPHSPrint
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晤 Add Printer
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Find a printer by other options
My printer is a little older. Help me find it.
Find a printer in the directory, based on location or feature

- Select a shared printer by name
<br>pps06\MCPHSPrint
Browse...
Example: <br>computername\printername or
http://computername/printers/printername/.printer
Add a printer using an IP address or hostname
Add a Bluetooth, wireless or network discoverable printer
Add a local printer or network printer with manual settings

3. If you are prompted for a driver installation, please open a Help Desk ticket at: https://mcphs.servicenow.com
