

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 PPS06" 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: \\pps06\MCPHSPrint

Fin	d a printer by other options		
\bigcirc) My printer is a little older. Help me find it.		
⊖ F	Find a printer in the directory, based on location or feature		
09	Select a shared printer by name		
	\\pps06\MCPHSPrint		Browse
	Example: \\computername\printername or http://computername/printers/printername/.printer		
4	Add a printer using an IP address or hostname		
4	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: <u>https://mcphs.service-now.com</u>