

How to Print-Part 1 (Print from Computer)

We will be installing **PaperCut Print Deploy Client** to all school devices and computers. Once the software is installed, it will automatically open its main window (*see below*), prompting the user to sign-in or, will located at the top right bar on MacOS.



Once you sign-in, the new **FOLLOW-ME** print queue will be installed on the computer, and will appear in your printer list when you go to print. If you see the green **Sign In** button (as shown in the image above), do so to complete the installation. Use this print queue to send all print jobs to the new release print system.

**** All print jobs will be held in a secure queue until you release (print) them or delete them from the job list at an Printer. If not printed or manually deleted, they will be automatically deleted after 8 hours. ****

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