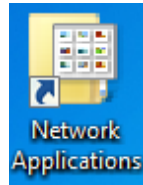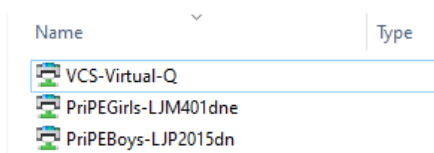# How to add a Papercut printer to a Windows Computer

1. Open the Network Applications icon on your desktop
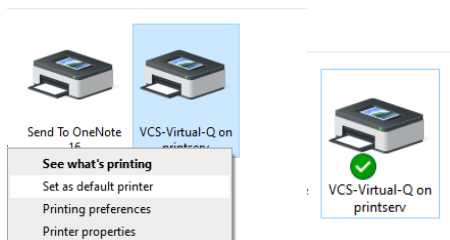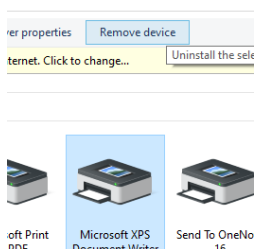
2. Double click [Add a Printer]

3. Every printer in the district will be listed in alpha order by building and then room number. If you sort in reverse you will see the only printer you need to connect to in order to use Follow Me Printing is the **VCS-Virtual-Q** at the top of the list.

Name	Type
VCS-Virtual-Q	
PriPEGirls-LJM401dne	
PriPEBoys-LJP2015dn	

4. You will need to make this your default printer. From the Start menu, type Control Panel and select it to open the Control Panel. Then open Devices and Printers. A window opens showing all of the printers you have added.

5. Right click on the **VCS-Virtual-Q** printer and from the popup menu choose "Set as default printer".

6. Many people ask us "what are all these other printers?" They get installed with Office software but you can remove them simply by selecting each individually and clicking the 'Remove Device' button. It is not recommended removing the Microsoft Print to PDF queue. That's what you would use to turn a Word document to a PDF file.
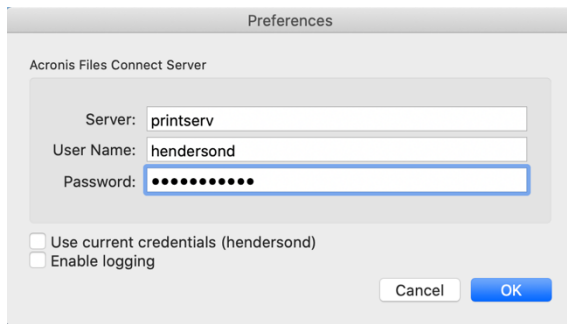
How to add a networked printer to a Macintosh Computer
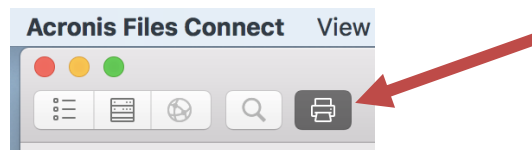
1. In the Dock, open Acronis Files Connect

2. In the Server box enter printserv, uncheck "User current credentials…", enter your password, and then click OK

3. One or two security warnings may pop up, choose "Always Ignore"

4. Click the printer icon at the top of the screen

5. Scroll down through the list of printers and click on the one you want to add. In the center of the screen click "Add printer"

6. Go to System Preferences under the apple menu. Click on Printers & Scanners

7. From here you can set your default printer, the printer you print to most often