

Getting Started

Installing Library Printers on Your Windows Laptop – EDC



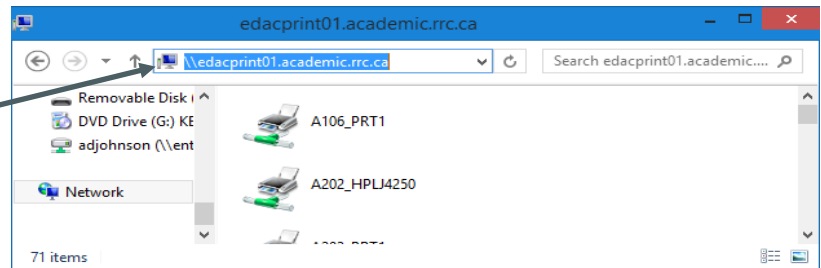
Install the Papercut Client

Go to <http://blogs.rrc.ca/its/help-resources/install-papercut-on-your-device/>




Follow the directions on the guide. You need the Papercut client to ensure you are able to print. *Please note, you will be required to restart your laptop once Papercut is installed, and this may take extra time.*

Set-Up Printers

Open a File Explorer window and go to `\\edacprint01.academic.rrc.ca`

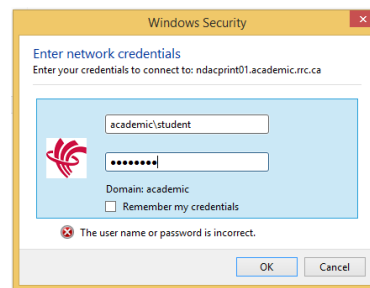


The three printers at the Exchange District Campus Library are:

- PSCLIB_PRT3**
 (Located in the Library Lab on the 2nd Floor)
 
PSCLIB_PRT3
- PSCLIB_PRT4**
 (Located in the Main Library –2nd Floor)
 
PSCLIB_PRT4
- LLC_PRT2**
 (Located in the Lower Learning Commons)
 
LLC_PRT2

Authentication

When requested to authenticate to the server, use your normal RRC username and password. Make sure you include “academic\” in front of your username.



Example:
Username:
 academic\jdoe45

Password: your regular password

Double-click on each printer you wish to install. If you are asked to authenticate, refer to the box in the right.

Note to Library Patrons: There are additional technical instructions available on the ITS site: <http://blogs.rrc.ca/its/help-resources/>