



HOW-TO

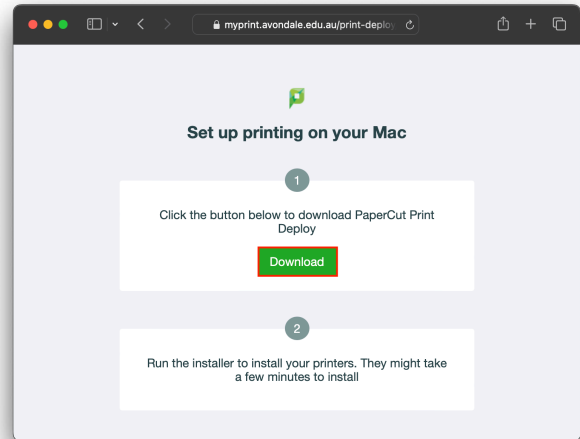
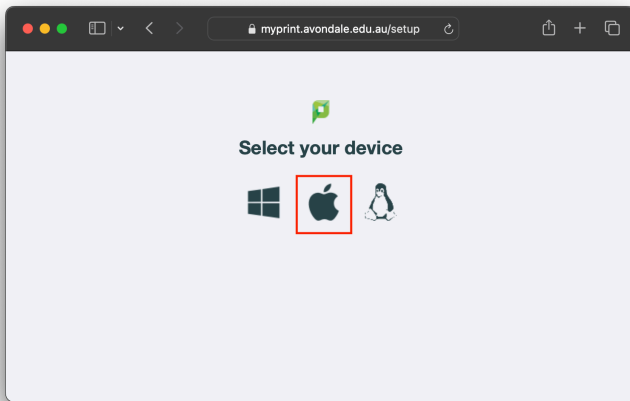
CONNECT TO PRINTER



FOR macOS

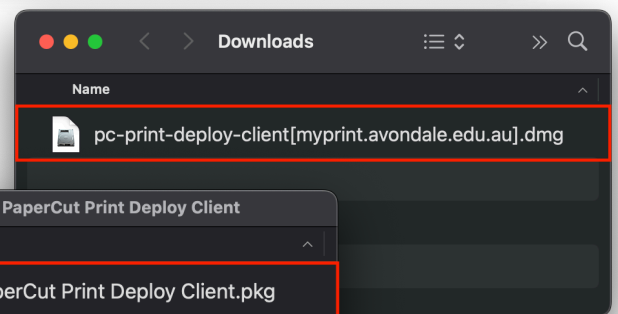
- STEP 1** Open a web browser and navigate to myprint.avondale.edu.au/setup and select the Apple logo
Once the webpage has loaded then select the **'Download'** button

Note: This will now download the print deploy tool; this may take a minute.

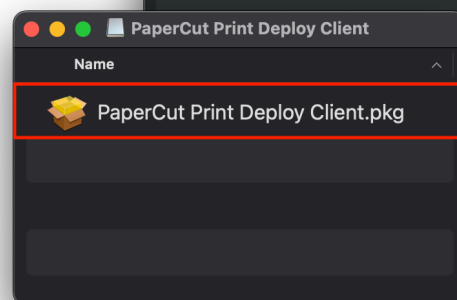


- STEP 2** Open your Downloads folder and open the downloaded file named `pc-print-deploy-client[myprint.avondale.edu.au].dmg`

Warning: Do not rename the file as this is used to discover the correct printers.



- STEP 3** Open "PaperCut Print Deploy Client.pkg"



- STEP 4** Proceed with the installation steps as prompted

i) Read the License Agreement, select Accept if you agree and then press next.

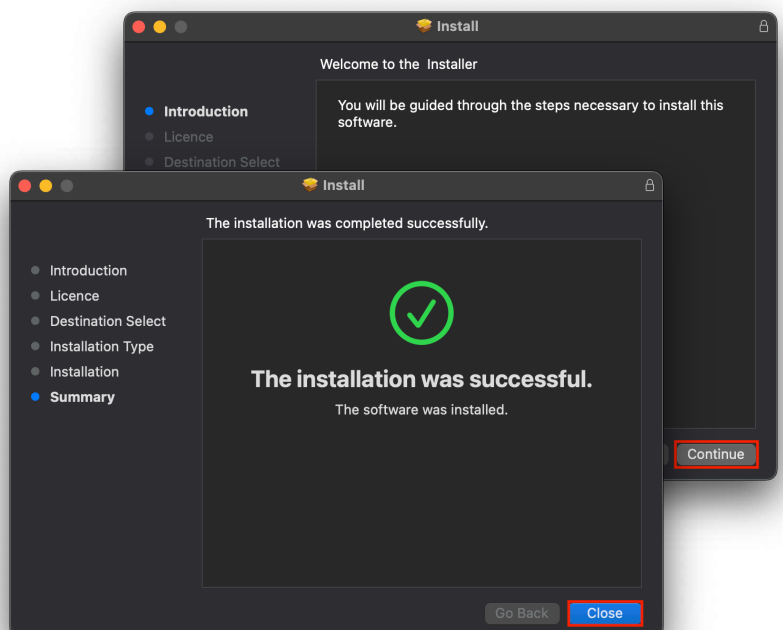
To proceed with the installation, the user must select **'I accept the agreement'**. Not accepting the agreement will result in not installing or using the product.

ii) To use the default install location, select **'Install'**.

If running as a standard user, the Installer will prompt for admin credentials.

iii) Upon successful completion of the installer; the Summary page will display the image pictured on the right.

Feel free to close the window.

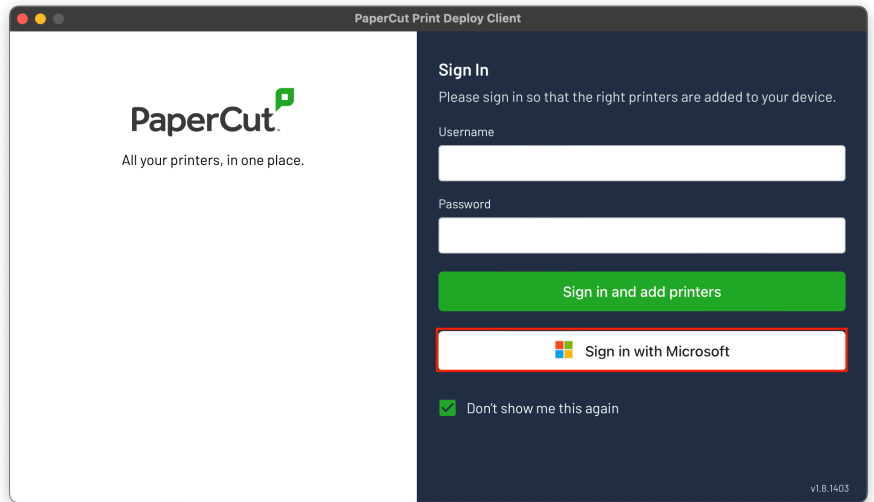
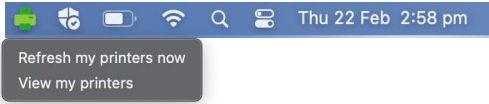


STEP 5

A PaperCut window should now appear with a Sign-in prompt.

Select the 'Sign in with Microsoft' button

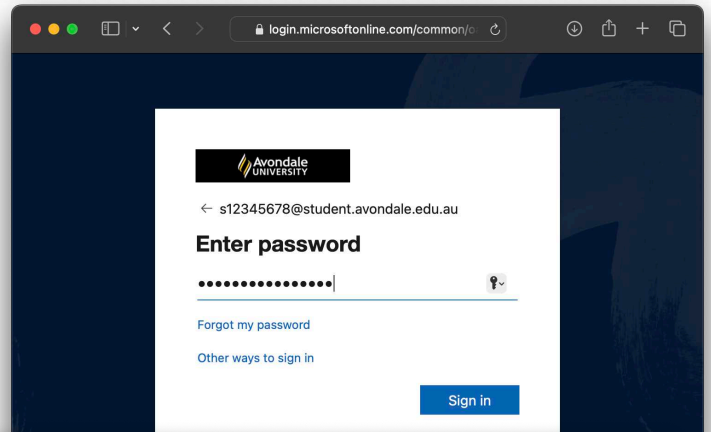
If the PaperCut window has not appeared, navigate to the top left of the screen in the menu bar and select the Green Printer Icon > 'View My Printers'



STEP 6

Login using your full email address and password as prompted

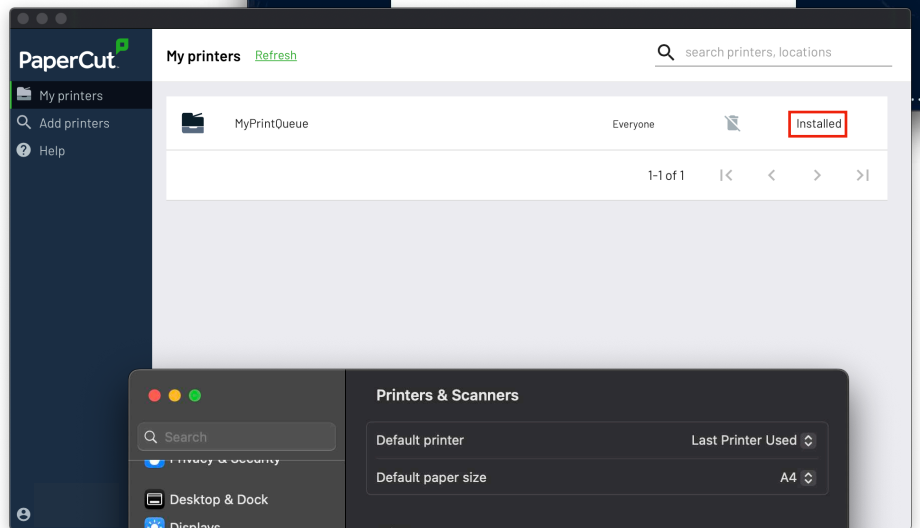
eg. s12345678@student.avondale.edu.au



STEP 7

Once successfully logged in, MyPrintQueue will begin configuring and installing on your machine.

Once installed, you may close the window.



STEP 8

Optional: To verify MyPrintQueue has been installed correctly, please open 'System Settings' and select 'Printers & Scanners'.

If MyPrintQueue is in the Printers list, your printer has been successfully configured.

