



Macquarie College

PaperCut Print Deploy

Complete Mac Setup Guide

Macquarie College IT Services

Follow-Me Printing System

Print from anywhere, release at any printer

What This Guide Covers:

- Download & install PaperCut Print Deploy Client
- Sign in with Microsoft credentials
- Install Find-Me-Macquarie printer
- Troubleshoot common issues
- Print and release your documents

Interactive Version:



Scan for step-by-step wizard

Need Help?

Email IT Support:

servicedesk@mc.nsw.edu.au

Step 1: Download & Install PaperCut

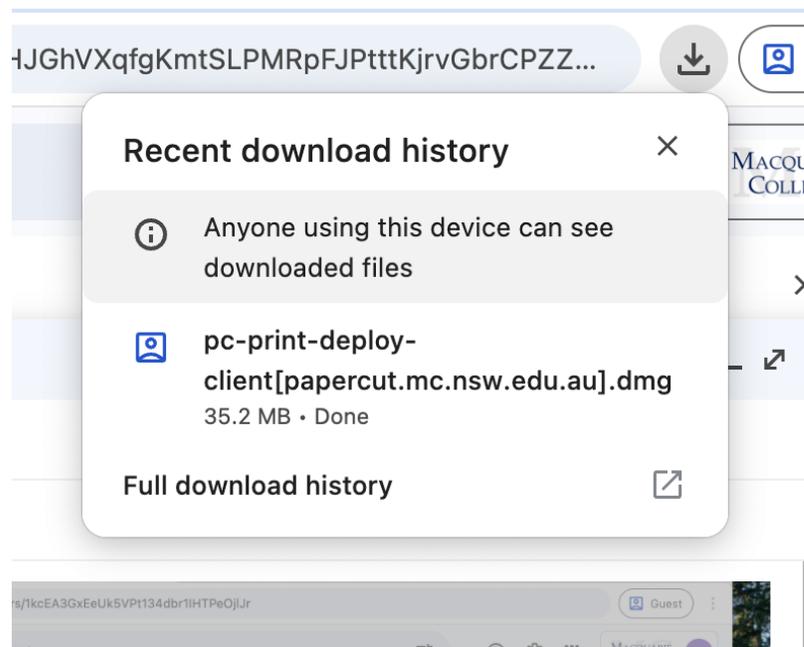
Download the Installer

1. **Get the installer:** Download `pc-print-deploy-client-mac.dmg` (35 MB) from:

<https://choose-your-own-adventure-printer-setup-pu63znftr.vercel.app>

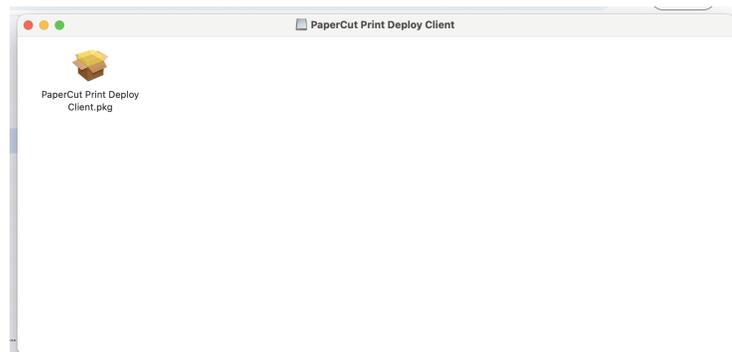
Or ask IT Support for a direct download link.

2. **Locate the download:** Find the downloaded DMG file in your Downloads folder or click it in your browser.



Open and Mount the DMG

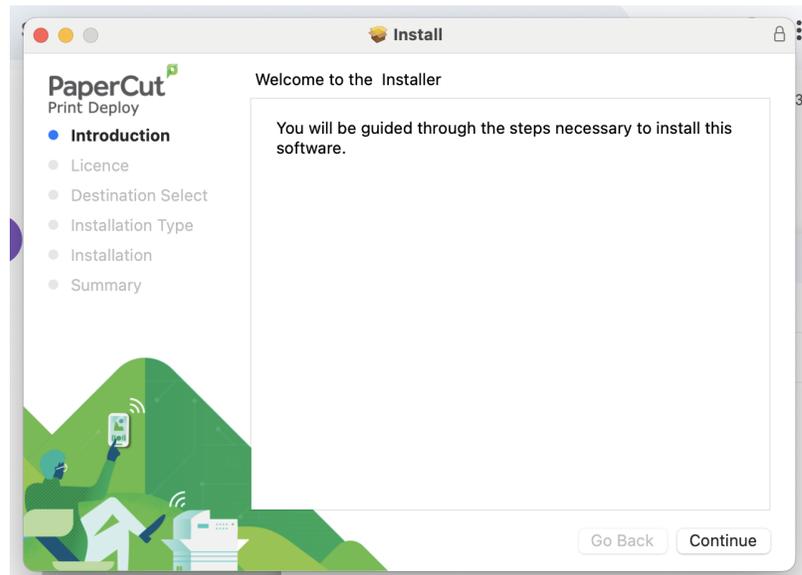
3. **Double-click the DMG file** to mount it as a disk volume.
4. **DMG window opens:** You'll see a Finder window with the PaperCut installer package inside.



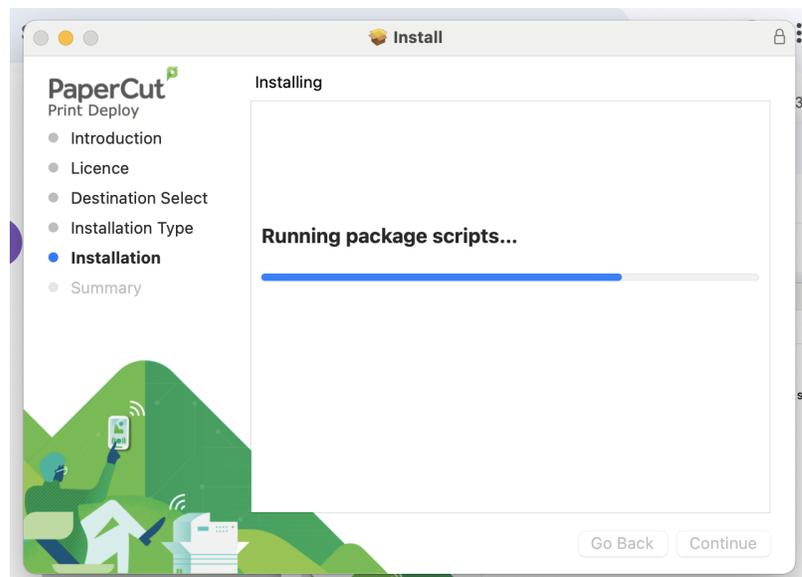
5. **Double-click** the PaperCut Print Deploy Client.pkg icon to launch the installer.

Run the Installer

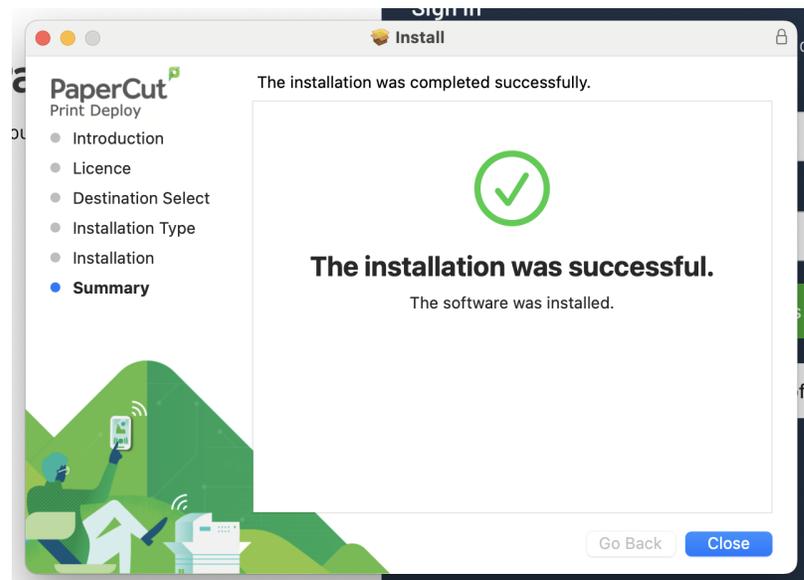
6. **Introduction screen:** The installer opens with a welcome message. Click **Continue**.



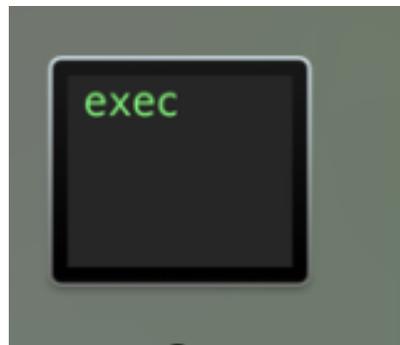
7. **Read the license:** The software license agreement appears. Click **Continue**, then **Agree**.
8. **Choose install location:** Leave the default location (Macintosh HD) and click **Install**.
9. **Authenticate:** macOS will prompt for your Mac password. Enter it to authorize the installation.
10. **Installation in progress:** The installer copies files and runs configuration scripts.



11. **Success:** When you see "The installation was successful", click **Close**.



12. **Launch the app:** PaperCut will automatically launch. You can also find it in your Applications folder or Dock.



✓ **Installation Complete!**

PaperCut is now installed and running. Continue to Step 2 to sign in.

Step 2: Sign In & Set Up Your Printer

After installation, you'll set up your printer access and install Find-Me-Macquarie.

Task 1: Confirm PaperCut Window is Open

1. **Check for the window:** After installation, the PaperCut Print Deploy Client window should automatically open.
2. **If not visible:** Look for the PaperCut icon in your Dock or Applications folder and click it.
3. **Window open:** You should see the PaperCut interface ready for configuration.

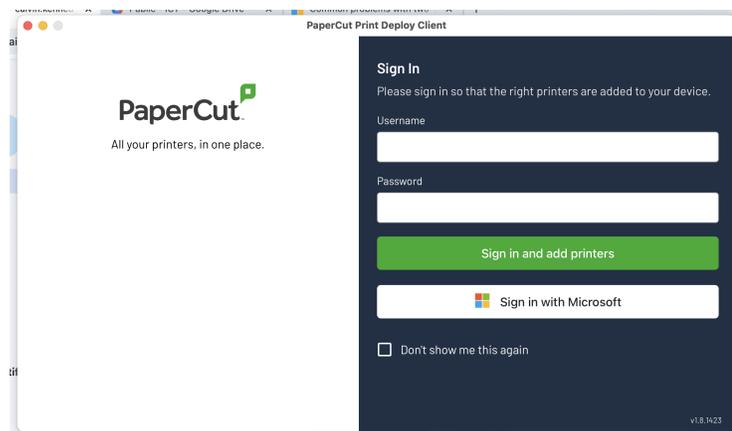
Task 2: Sign In with Microsoft

There are two possible scenarios you might encounter:

Scenario A: No Printers Visible (Need to Sign In First)

If you see only a "Sign in with Microsoft" button with no printer list:

1. **Click "Sign in with Microsoft":** Click the blue button in the PaperCut window.



2. **Browser opens:** Your default web browser will open automatically.
3. **Enter credentials:** Sign in with your Macquarie College email:
`firstname.lastname@mc.nsw.edu.au`
4. **Complete MFA:** If prompted, complete multi-factor authentication.
5. **Return to PaperCut:** Close the browser. The PaperCut window should now show a list of printers.

Scenario B: Printers Visible with "Sign in required"

If you see printers listed but "Sign in required" appears next to Find-Me-Macquarie:

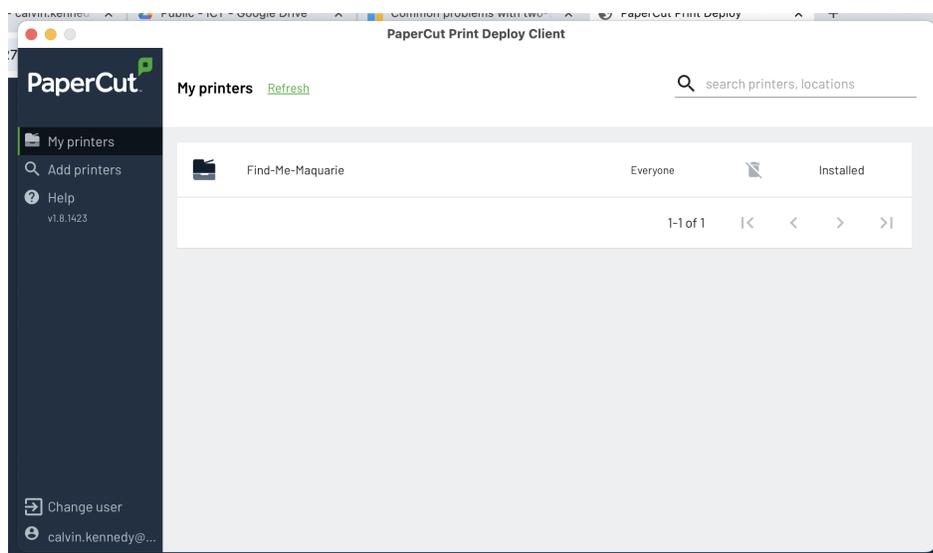
1. **This is printer-level verification:** A security double-check (not the full Microsoft sign-in).
2. **Click "Sign in to install":** Click the green button next to the printer.

3. **Enter Mac password:** A prompt will ask for your Mac password to verify authorization.
4. **Message disappears:** The “Sign in required” text will go away, and you can proceed to install.

Task 3: Install Your Printer

Once signed in and the “Sign in required” message (if any) is cleared:

1. **Find the printer:** In the PaperCut window, locate “**Find-Me-Macquarie**” in the list.
2. **Click Install:** Click the **Install** button next to the printer name.
3. **Wait for installation:** Installation may take 10-30 seconds.
4. **Authorization prompt:** You may need to enter your Mac password again to authorize printer installation.
5. **Confirm success:** The status will change to “**Installed**”.



SUCCESS: Setup Complete!

Your printer is installed and ready to use. See next page for how to print.

Step 3: Print & Release Documents

Printing from Mac

1. **Open any document** you want to print (Pages, Word, PDF, etc.)
2. **Press Cmd+P** or go to File → Print
3. **Select printer:** Choose “**Find-Me-Macquarie**” from the printer dropdown
4. **Adjust settings:** Choose number of copies, color/black & white, double-sided, etc.
5. **Click Print:** Your document is sent to the print queue

Releasing at a Printer

Your document doesn't print immediately – it waits in the cloud until you release it:

1. **Walk to any MC printer** on campus
2. **Tap your student/staff card** on the card reader
3. **Touch screen wakes up:** You'll see your print jobs listed
4. **Select your document:** Touch the document name
5. **Press Print:** Tap the Print button
6. **Collect your prints:** Wait a few seconds and collect from the output tray

TIP: Benefits of Follow-Me Printing:

- Print from anywhere, release at any printer
- No more forgotten printouts
- Secure – only you can release your documents
- Print credit tracking built-in

Troubleshooting Common Issues

Issue 1: Can't Find PaperCut Application

Symptom: You don't know where PaperCut is after installation.

Solution:

1. Open **Finder** and go to **Applications**
2. Search for "PaperCut Print Deploy Client"
3. Double-click to launch
4. Consider adding it to your Dock: drag the icon to your Dock while it's running
5. If not in Applications, reinstall (see Step 1)

Issue 2: DMG Won't Open

Symptom: Double-clicking the DMG file doesn't mount it.

Solution:

1. Make sure the download completed fully (check file size is 35 MB)
2. Try right-clicking the DMG → Open With → DiskImageMounter
3. Restart your Mac and try again
4. Re-download the file – it may be corrupted
5. Check macOS security settings: System Settings → Security & Privacy

Issue 3: "Sign in required" Won't Clear

Symptom: Even after clicking sign-in, the message persists next to the printer.

Solution:

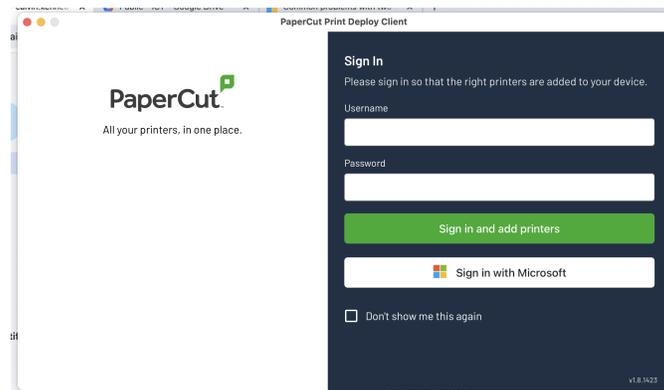
1. Click the green "Sign in to install" button again
2. Enter your *Mac password* (the password you use to log into your Mac)
3. **Not** your Microsoft email password
4. This verifies you have permission to install printers on this Mac
5. If it fails repeatedly, check you're entering the correct Mac password
6. Try restarting PaperCut and attempting again

Issue 4: No Printers Visible at All

Symptom: PaperCut window only shows a “Sign in with Microsoft” button.

Solution:

1. You haven't signed in yet – this is the Microsoft authentication step
2. Click the blue “Sign in with Microsoft” button
3. Browser will open automatically
4. Sign in with: `firstname.lastname@mc.nsw.edu.au`
5. Complete multi-factor authentication if prompted
6. Close browser and return to PaperCut
7. Printer list should now appear



Issue 5: Browser Doesn't Open for Sign-In

Symptom: Clicking “Sign in with Microsoft” does nothing.

Solution:

1. Check your default browser is set: System Settings → Desktop & Dock → Default web browser
2. Try quitting and relaunching PaperCut:
 - Right-click PaperCut in Dock → Quit
 - Wait 10 seconds
 - Relaunch from Applications folder
3. Manually open your browser and check it works normally
4. If still not working, contact IT Support

Issue 6: Printer Installation Fails

Symptom: Clicking Install shows an error or never completes.

Solution:

1. Make sure you're connected to the internet
2. Check you entered your Mac password correctly when prompted
3. Try removing and reinstalling:
 - Click "Remove" next to printer in PaperCut if visible
 - Wait 30 seconds
 - Click "Install" again
4. Check macOS security: System Settings → Security & Privacy → Allow apps
5. Restart your Mac and try again
6. Contact IT Support if problem persists

Issue 7: Can't See Print Jobs at Printer

Symptom: Tapped your card but no print jobs appear on the printer screen.

Solution:

1. Verify you printed to **Find-Me-Macquarie** (not another printer or default)
2. Check the print didn't fail on your Mac (look in Print Queue)
3. Try tapping your card again – sometimes needs a second tap
4. Make sure you're using the correct card (student/staff ID)
5. Wait a minute – sometimes there's a network delay
6. Contact IT Support if jobs still don't appear

Tips & Best Practices

Print Efficiently

- **Preview before printing:** Always check print preview to avoid wasting paper
- **Print double-sided:** Save paper by enabling two-sided printing
- **Use black & white:** Color uses more credit – only use when necessary
- **Multiple pages per sheet:** For notes, try printing 2 pages per sheet
- **Check your balance:** Monitor print credit in PaperCut window

Security & Privacy

- **Release promptly:** Jobs held for 24 hours then auto-deleted
- **Don't share your card:** Only you should release your documents
- **Delete unwanted jobs:** Use printer touchscreen to cancel unneeded jobs
- **Lock your Mac:** Use Cmd+Control+Q when leaving your computer

Common Mac Print Settings

In the macOS print dialog (Cmd+P):

- **Printer:** Select Find-Me-Macquarie from dropdown
- **Copies:** Number of copies to print
- **Pages:** All, From/To (e.g., 1-5), or Selection
- **Two-Sided:** Long-Edge binding (portrait) or Short-Edge (landscape)
- **Color/Black & White:** Usually under “Color Options”
- **Paper Size:** Typically US Letter or A4
- **Orientation:** Portrait or Landscape
- **Layout:** Pages per Sheet (1, 2, 4, 6, 9, 16)

Need More Help?

Contact IT Support

Email: servicedesk@mc.nsw.edu.au

Include: Your name, device type (Mac), and description of issue

Or visit the interactive wizard:



Step-by-step help with built-in troubleshooting

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