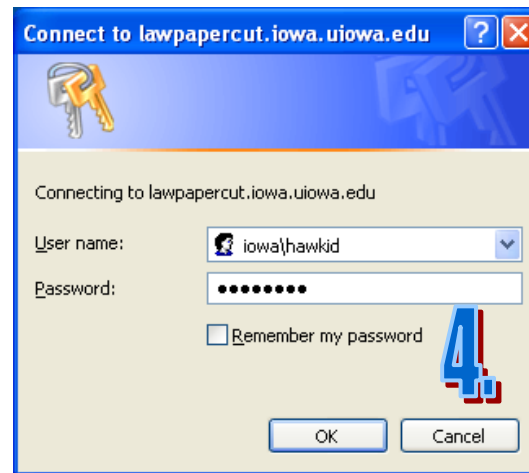
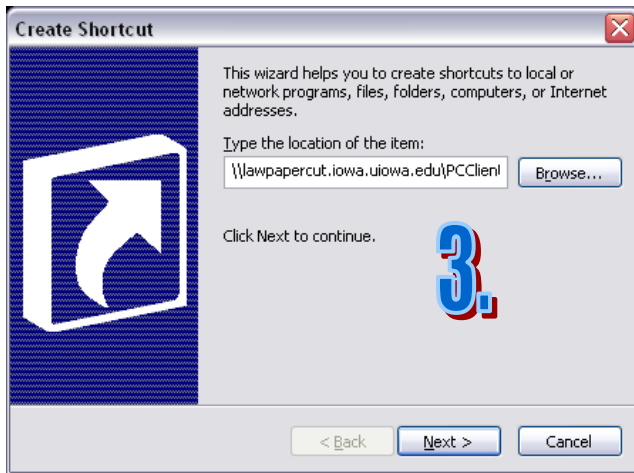


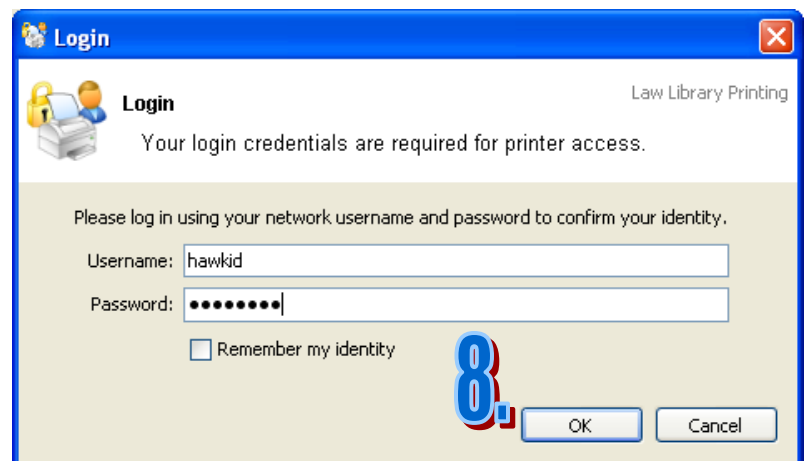
# Configuring PaperCut on Windows XP

These instructions are intended for configuring student laptops to access the Law School printers while on campus.

- 1) Right click on an empty spot on your desktop.
- 2) Select **New** then **Shortcut** from the popup menu
- 3) For the Location of the Item type in `\\lawpapercut.iowa.uiowa.edu\PCClient\win\pc-client.exe`, click **Next**
- 4) You may be prompted to enter your username and password. Enter your Hawk ID as `iowa\hawkid` and your **hawkid password**.
- 5) Give the shortcut a name, for example **Law PaperCut**, click **Finish**
- 6) **Double click the shortcut** you just created.

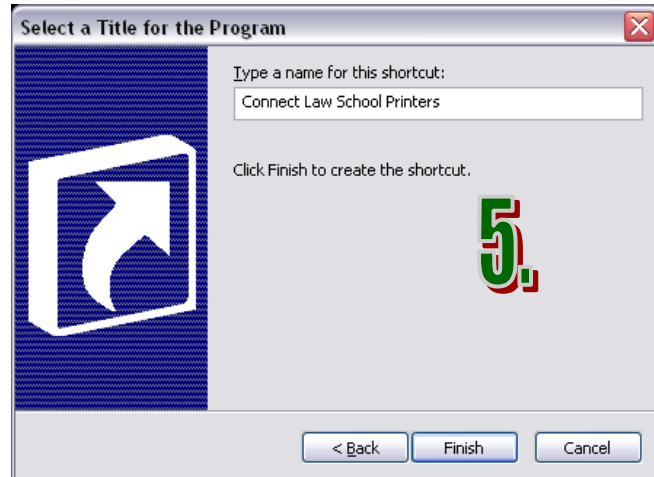
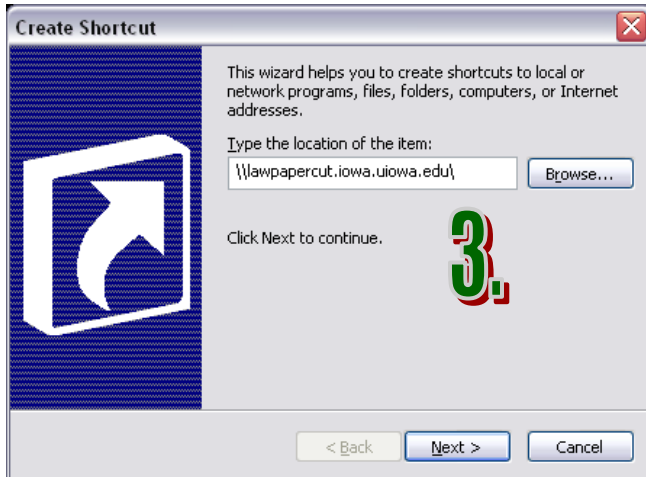


- 7) When asked if you're sure you want to run the software, click **Run**.
- 8) You will be prompted to login with your **Hawk ID and Password**
- 9) After several seconds the PaperCut status box will open.



## Installing Law Printers on Windows XP

- 1) Right click on an empty spot on your desktop.
- 2) Select **New** then **Shortcut** from the popup menu
- 3) For the Location of the Item type in **\\lawpapercut.iowa.uiowa.edu**, click **Next**
- 4) You may be prompted to enter your username and password. Enter your Hawk ID as **iowa\hawkid** and your **hawkid password**.
- 5) Give the shortcut a name, for example **Connect Law School Printers**, click **Finish**
- 6) **Double click the shortcut** you just created



- 7) Double click each of the printers you wish to install (LawWhite, LawRed, and LawBlue)
- 8) If asked to confirm installation of the printer, click **Yes**
- 9) A box will open indicating that your computer is connecting to the printer.
- 10) Once it's complete a window will open with the printer's name at the top. You can close this window.

**NOTE: You only have to install the printers one time. Once they are successfully installed you will need to double click the shortcut the first time you connect to the printers each day. You will be prompted to login with your Hawk ID. If you are having trouble printing, this should be the first thing you try.**

