Papercut Setup - Windows

This article provides instructions for connecting to a BCL Papercut printer on Windows. You will require Windows 7 or newer to connect.

Step 1:

- Press Windows key + R on your keyboard to open the run dialog box.
- Type in \\papercut2.bcl.net.au and press 'OK'

🖅 Run	×
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
<u>O</u> pen:	\\papercut2.bcl.net.au 🗸
	OK Cancel <u>B</u> rowse

Enter your Vicbar email address and password when prompted for username and password. **NOTE: Ensure "Remember my credentials" is ticked otherwise the you will not be able to print the next time the computer is restarted.**

Enter Netv	VORK Password
Enter your pas	sword to connect to: papercut2.bcl.net.au
	wmcphee@vicbar.com.au ••••••• Domain: vicbar.com.au Remember my credentials
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Ple	ease ensure that you can contact the server that authenticated you.

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Step 2:

• A new window will open displaying all the network printers.

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- Double click on the printer you wish to connect to.
- It will install the driver and setup the printer on your computer automatically.

Windows Printer Installation			
Connecting to ISC-BCL-01 on papercut2.bcl.net.au			
Looking for a driver			
Cancel			

• Once the status bar completes, close the window. You will now be able to print to the selected printer.

