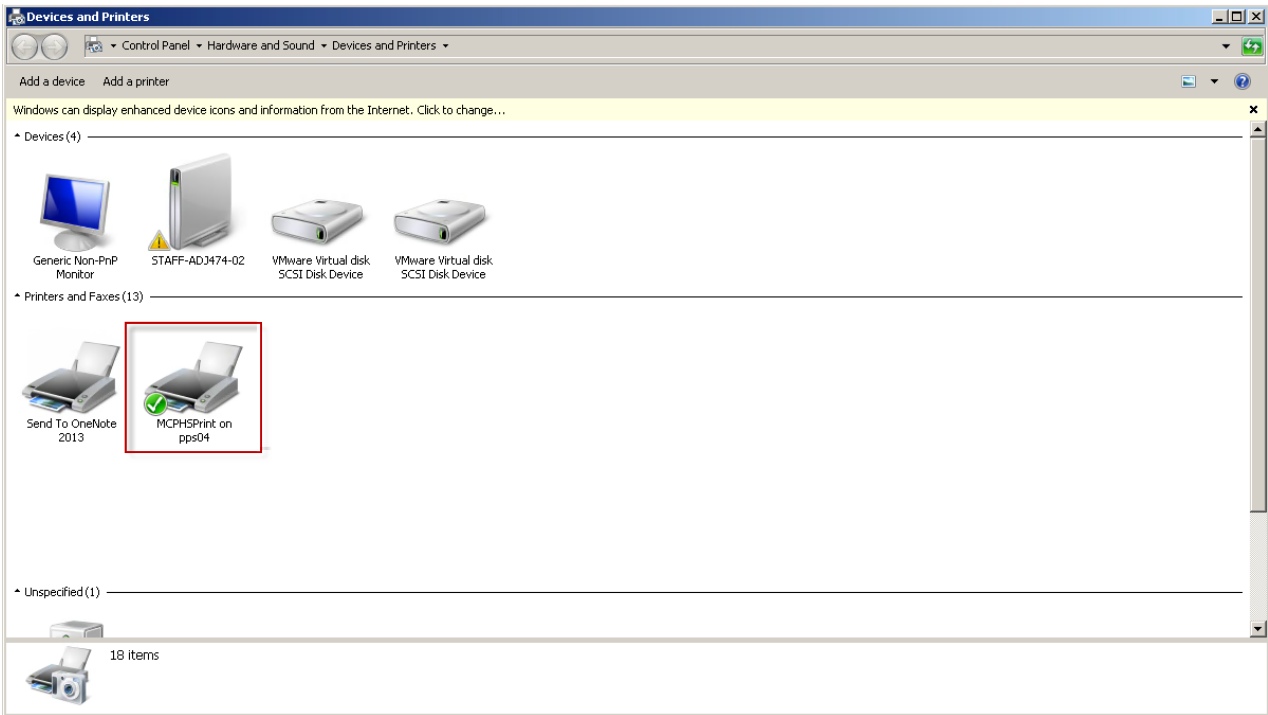


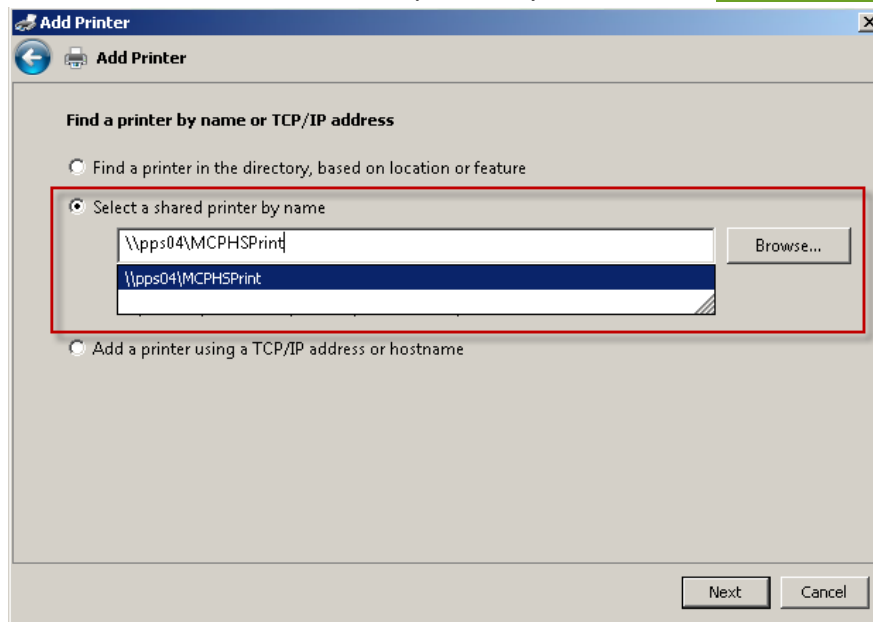


Adding Global PaperCut Print Queue

1. Check to see if you have the follow-me printing queue on your machine by clicking Start > Devices and Printers, you should see “MCPHSPrint on PPS04” as an available printer.



2. If not, click Add a Printer > Add a network, wireless or Bluetooth printer > The printer I wanted isn't listed and enter the printer name in the “Select a shared printer by name” field: [\\pps04\MCPHSPrint](#)



3. If you are prompted for a driver installation, please open a Help Desk ticket at: <https://mcphs.service-now.com>