ECU PRINT Student Windows Laptop Installation

If you need assistance with this process, please email ithelp@ecuad.ca or visit the Service Desk at the ECU Library and ask for assistance.

Install ECU Printing Software
on a Student Windows Laptop

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Installing the ECU Printing Software on your Windows Computer:

1. It is recommended to restart your Windows Laptop before installing the ECU Printing software.

2. Ensure your laptop is connected to the secure **ECU Student Wi-Fi**, <u>not</u> the guest Wi-Fi, and that you know your myEC User Name & Password.

3. Open an internet browser window and type:
   https://www.ecuad.ca/about/administration/itservices/services

4. Locate the link to the installation file in the "**How do I install ECU Print Software on my Windows laptop**?" drop-down box within the **Printing** section. Click the link and allow your browser to download the installer

Printing

How do I install ECU Print Software on my Mac laptop? (Students only)   ⌄

How do I install ECU Print Software on my Windows laptop? (Students only)   ⌃

Step 1: Use this pdf to guide you through the installation process.

Step 2: Download the installation file here.

* Please note: you must extract the compressed folder before installing this software.

Install ECU Printing Software
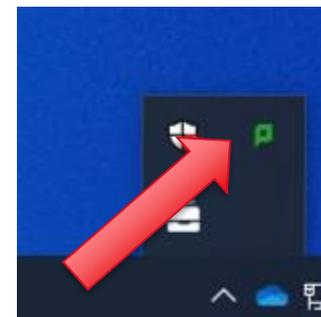# on a Student Windows Laptop

5. When the download is complete, un-compress the folder using Extract All.
From the un-compressed folder, run the file called install

6. Use the defaults when running the installer – you do not need to make any changes. You will need to enter your **computer password** to complete the install

7. After clicking **Finish,** you will need to open the program in the Start menu. Look for the application called **PaperCut MF Client.** A pop-up will then appear. You must enter your **MyEC username & password** and check off "**Remember my identity"** before clicking **OK.**

* Once installed and run, the **PCClient icon (green P)** will appear in the applications menu at the bottom right-hand corner, (view hidden icons by clicking the up arrow at the bottom right tool bar). It needs to be **running** if you want to print, so ensure the icon is visible.

Install ECU Printers
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Installing the ECU Printers on your Windows Computer

1. To install the ECU printers themselves on your windows computer, start by logging into your ECU Print account; **Open a browser and type in: print.ecuad.ca**

2. Log into your ECU Print account by entering your **myEC User Name & Password**.

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Log in

If you are having trouble logging in, have questions or need further assistance, please contact the ITS Help Desk:

e-mail: ithelp@ecuad.ca
phone : 1.604.630.4565

Username [ ]

Password [ ]

[Log in]

3. In the account menu, locate and click "Print Deploy"

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- Summary
- Shared Accounts
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Add Credit
- Print Deploy

Summary

BALANCE

$0.13

Activity

$0.13
$0.12
$0.11
$0.10
$0.09

Install ECU Printers
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css/
img/
linux.html
macos.html
windows.html

4. You will be redirected to a page with a list of links, select **windows.html**
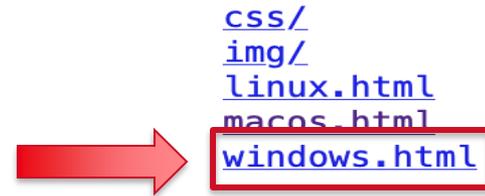
5. When the Set up printing page opens, click **Download** and then **RUN** the downloaded program

Set up printing on your Windows computer

1

Click the button below to download PaperCut Print Deploy

Download

2

Run the installer to install your printers. They might take a few minutes to install

When it's time to print, just print like you normally do
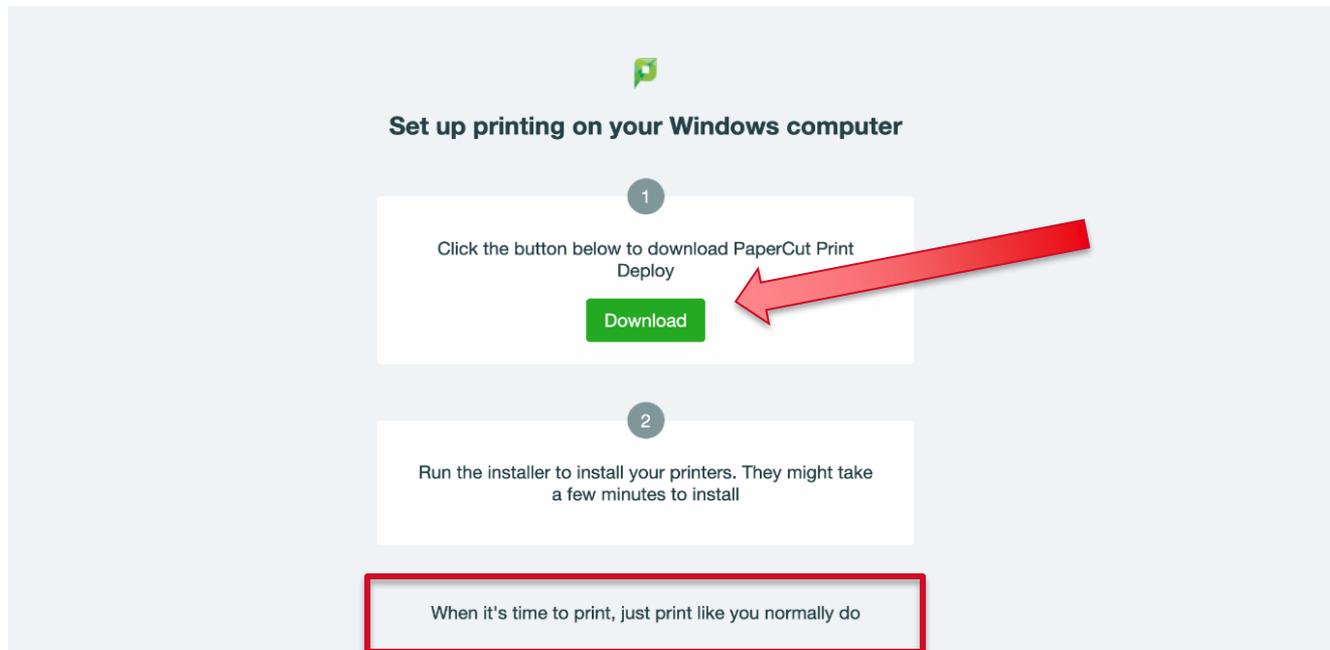
Install ECU Printers
on a Student Windows Laptop

6. Once installed, the **Papercut Print Deploy icon (white printer)** will appear in the applications menu at the bottom right-hand corner (view hidden icons by clicking the up arrow at the bottom right tool bar).

7. Right click on the Print Deploy icon and select **View my printers.**

8. Select **Add printers** from the left menu bar and then **Install** the **Any_BW_Laser_Printer_PC** & **Any_BW_Laser_Printer_PC**
*do this one printer at a time.
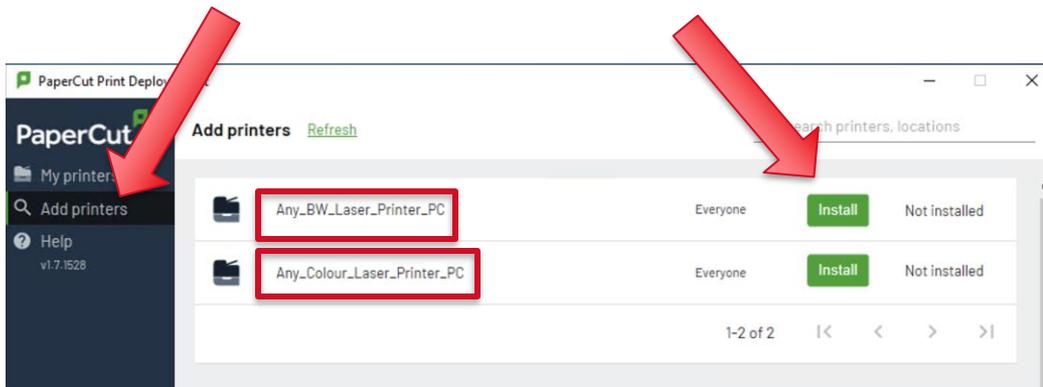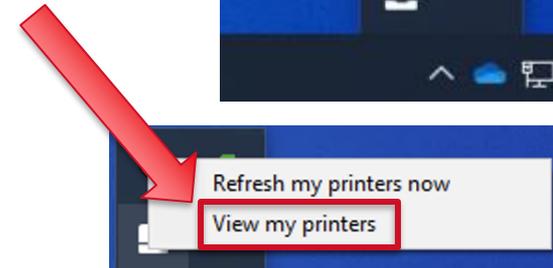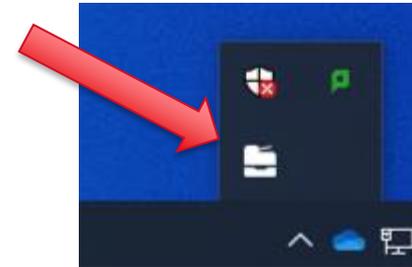
9. You can view the list of printers installed on your computer by selecting **My printers** in the left menu bar.