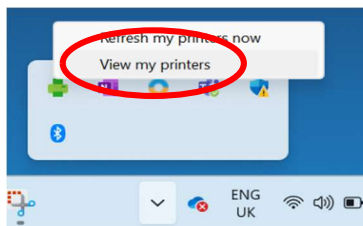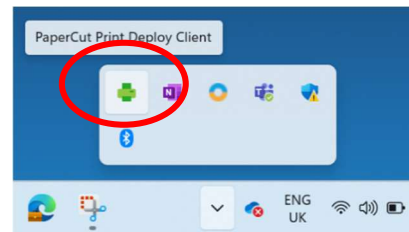# Printing from your MAT Staff Laptop

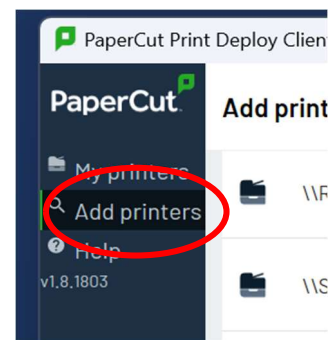This is a guide on how to access printing on your staff laptop.

Please note you <u>MUST</u> follow this guide when onsite, it will not work at home.

Locate the PaperCut icon from the bottom right of your screen, click to open it (please note if you can't see the icon click the upwards arrows to see it.

After selecting the PaperCut icon select "view my printers" on the small window that pops up.

Using the menu on the left-hand side, select the option that says, "Add Printers".

Locate the printer you need access to and click the green install icon next to it. **<u>Please note you must install both "colour" and "mono".</u>**

<u>Important</u>

You <u>**must**</u> select the correct printer for your school, check the school prefix at the start of the printer's name. Prefixes are as follows:

SHC: Shelley College, **RHS/LLP:** Royds Hall & Luck Lane, **TCA:** Thornhill, **WMA:** Whitcliffe Mount **WSG:** Woodside Green, **HAP:** Heaton Avenue, **MIL:** Millbridge