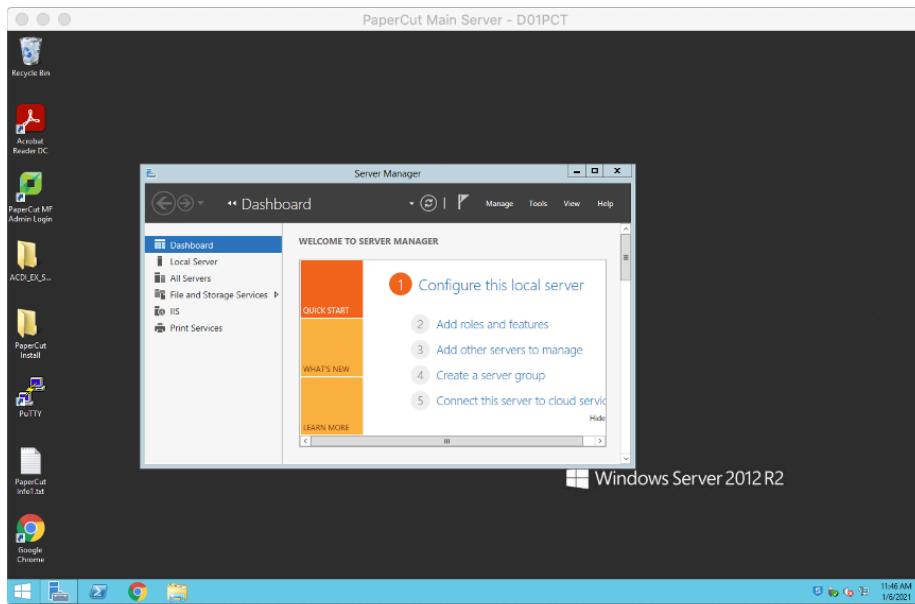


# How to Install PaperCut on an MFP

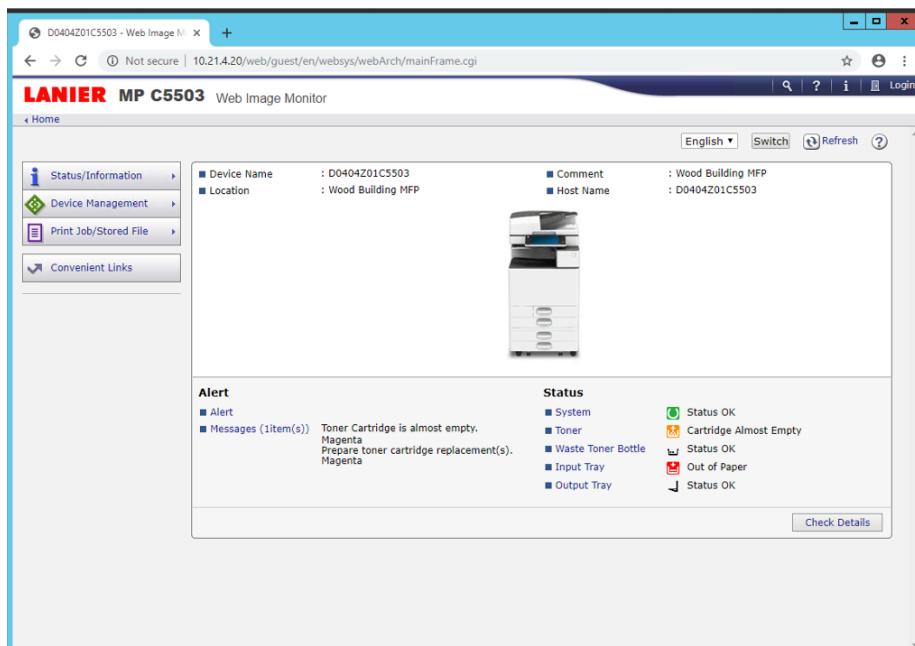
This process must be run on the PaperCut Main Server.

You will need to know the **Printer ID Number** associated with the printer that needs PaperCut.

Login to the PaperCut Main Server as the Administrator.

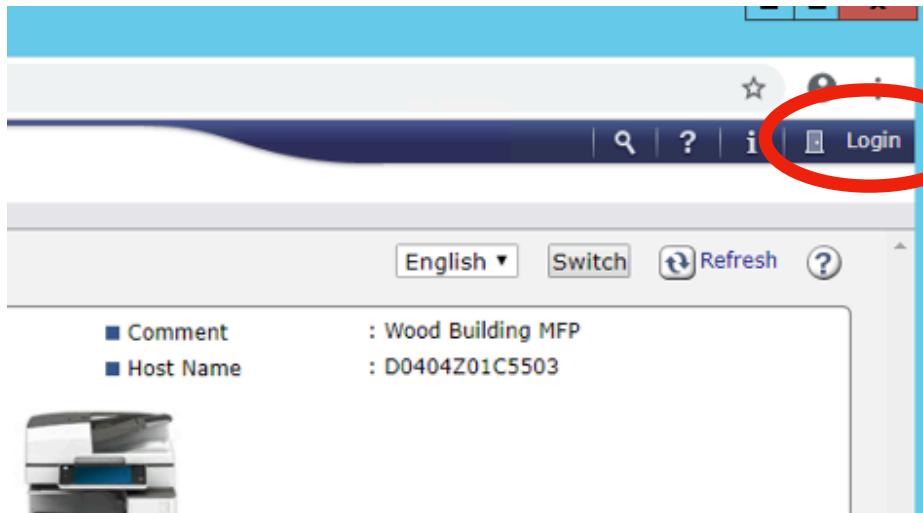


Start up Chrome. In the URL bar, enter the IP address of the printer that needs PaperCut installed and hit enter. You will see the MFP web page come up.

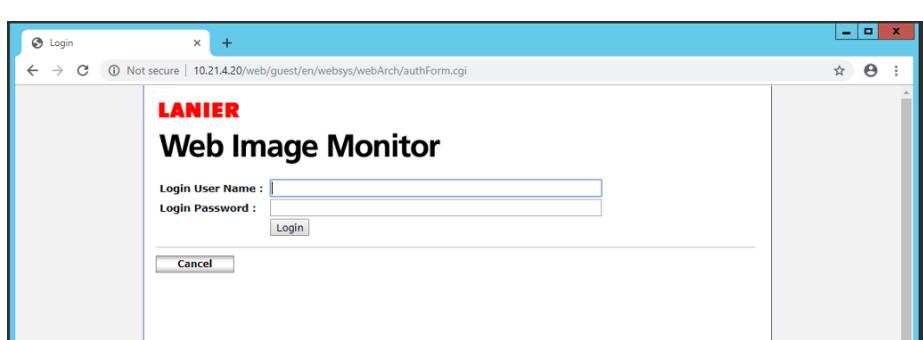


## How to Install PaperCut on an MFP

Click on the “Login” at the top right-hand side of the window. This will take you to the MFP Login page.



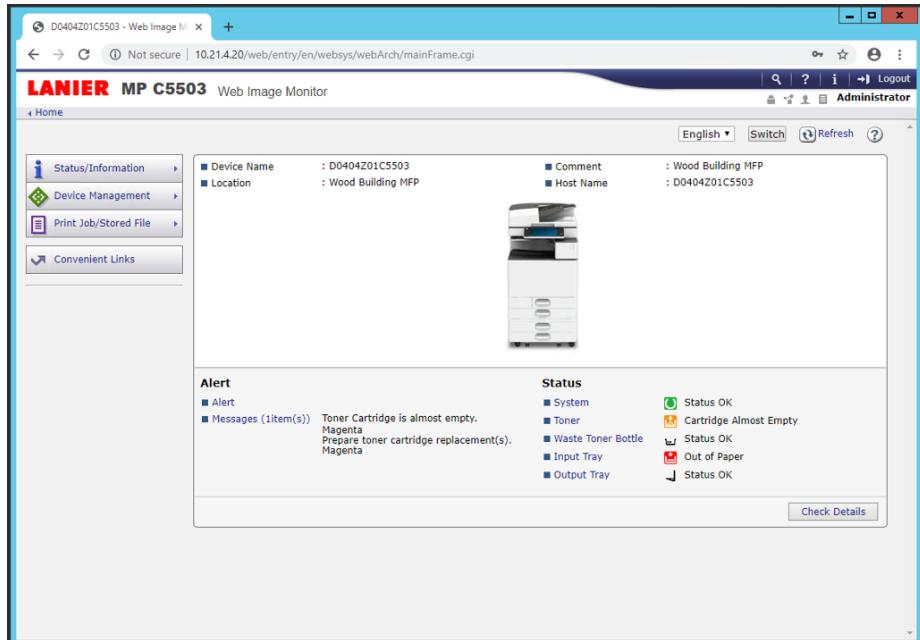
Enter the Admin password, then click the Login button or press Enter. You will be taken back to the MFP web page. Check for the Login button to now say Logout and the word Administrator under Logout. This shows you are now logged in to the MFP.



printer name and

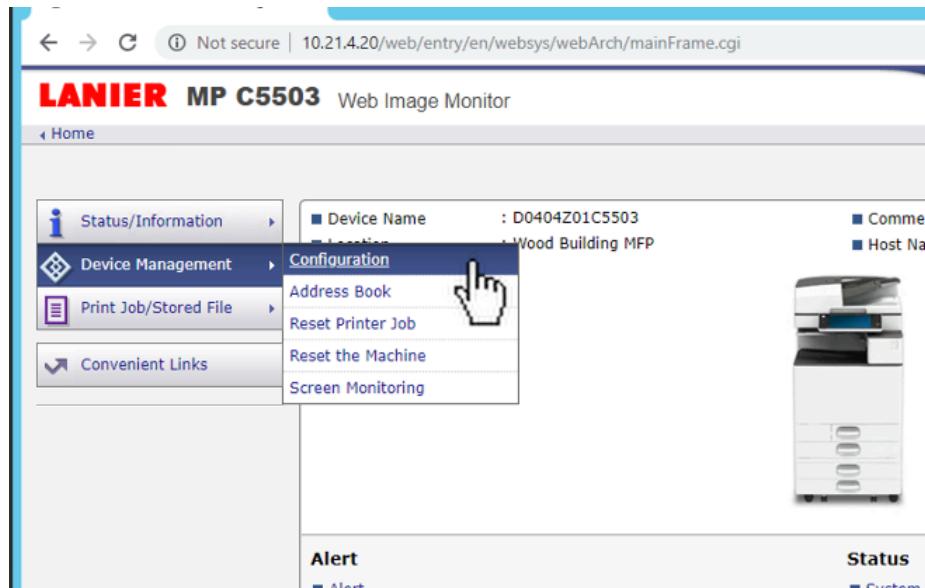
password,

the **Login** button or press **Enter**. You will be taken back to the MFP web page. Check for the **Login** button to now say **Logout** and the word **Administrator** under **Logout**. This shows you are now logged in to the MFP.

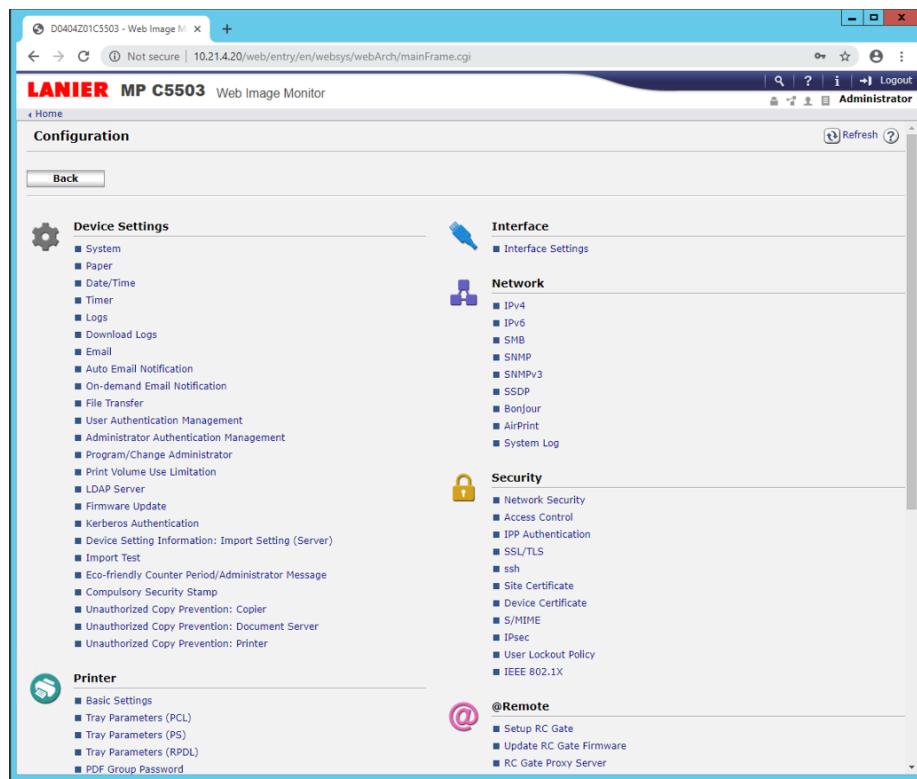


# How to Install PaperCut on an MFP

Hover over **Device Management** on the left, then click on **Configuration**.

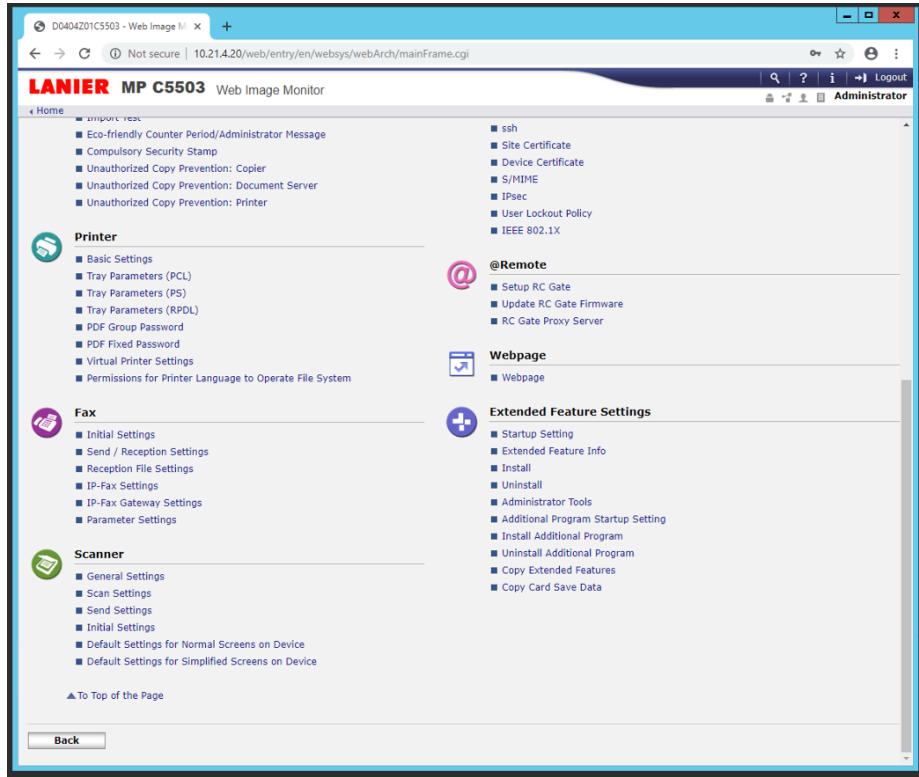


You will be taken to the top of the Configuration List page.

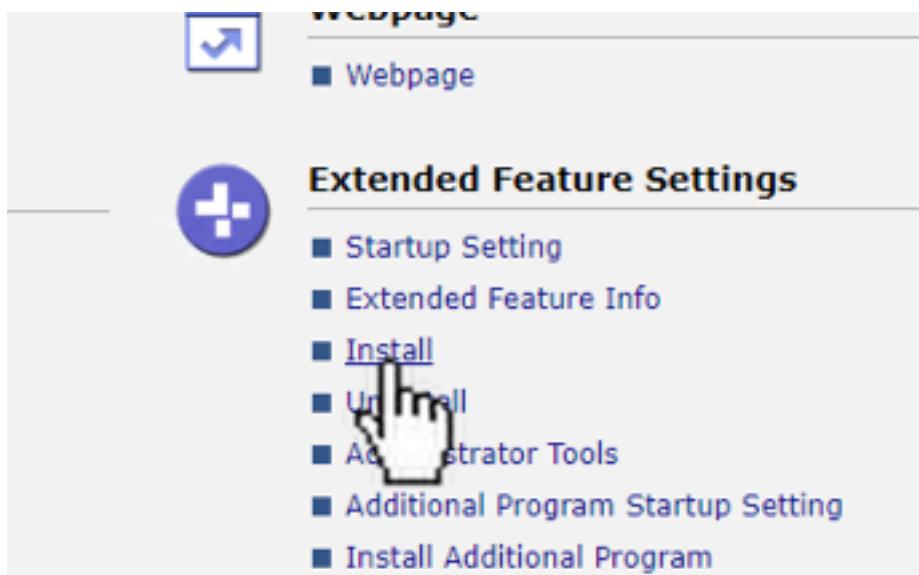


# How to Install PaperCut on an MFP

Scroll down to the bottom of the page until you see **Embedded Feature Settings**.

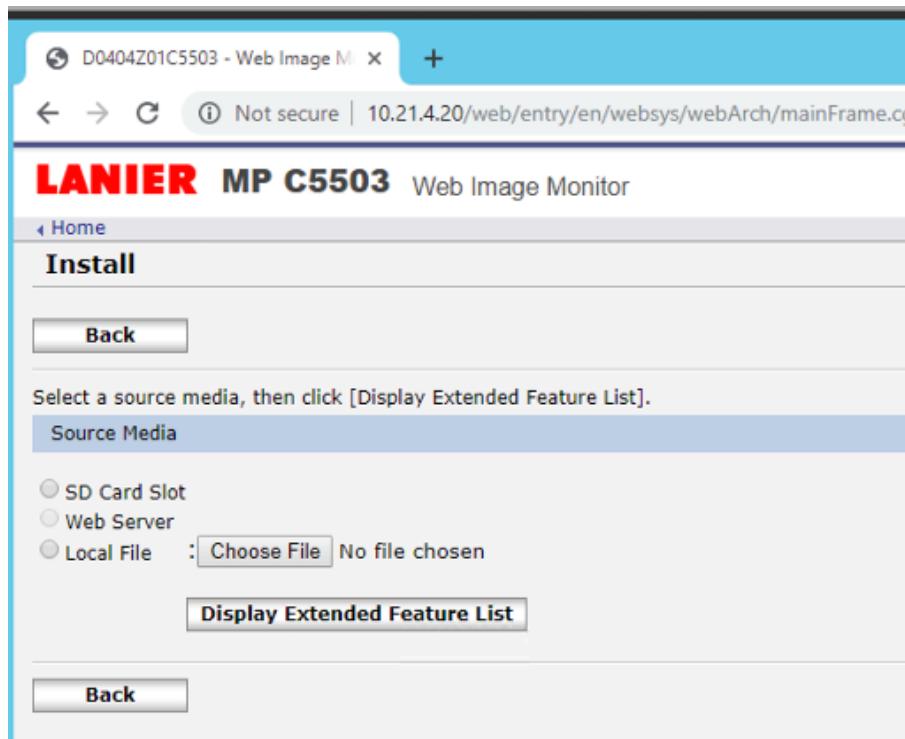


Find and click on **Install** under **Extended Feature Settings**.

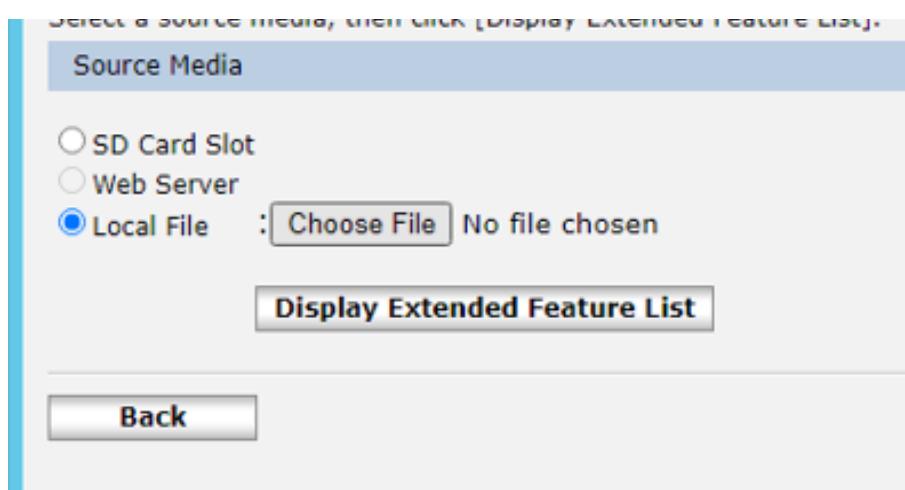


## How to Install PaperCut on an MFP

You will now see the Extended Features Install Page.

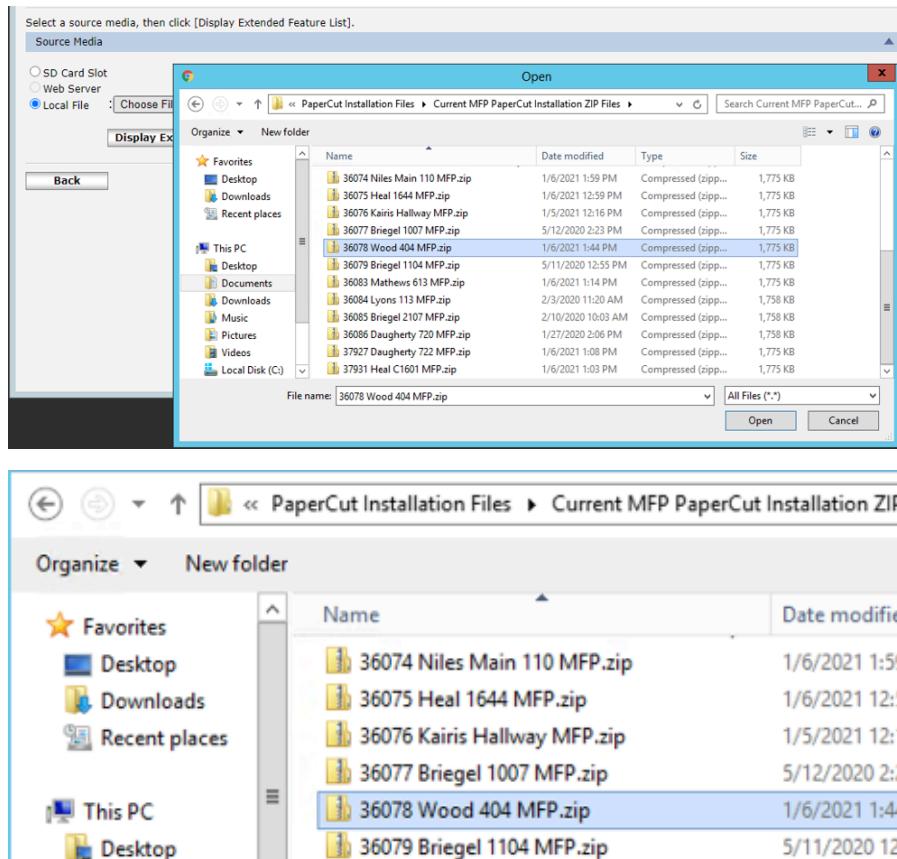


Under **Source Media** select **Local File**, then click the **Choose File** button.



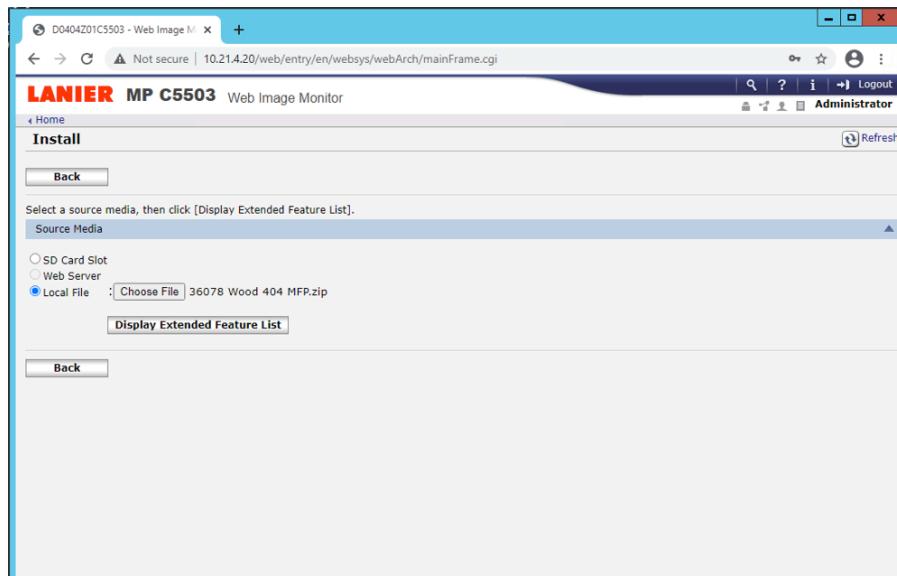
## How to Install PaperCut on an MFP

Navigate to the **This PC\Documents\PaperCut Installation Files\Current MFP PaperCut Installation ZIP Files** folder and select the file for your printer. You can find it by using the printer ID number from the Advanced Imaging label - this number will match the first number of the file.



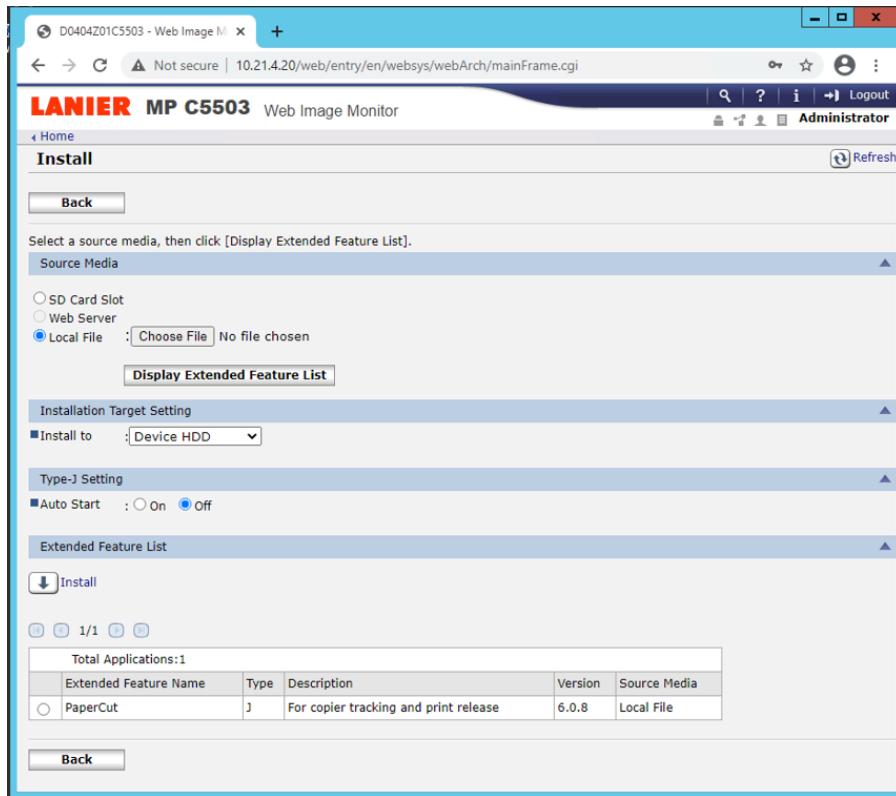
The screen will go back to the Install screen. Now click the **Display Extended Feature List** button.

**\*\*\* NOTE! \*\*\*** When you click this button, it will look like nothing is happening for up to two minutes. Be patient, and JUST WAIT!



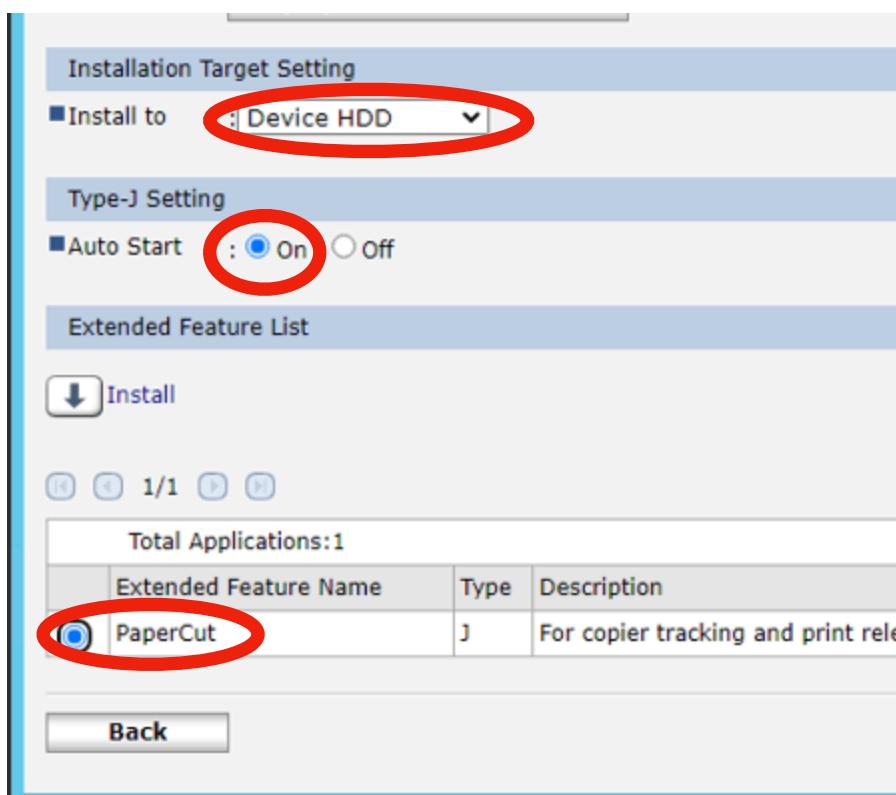
# How to Install PaperCut on an MFP

EVENTUALLY you will see the following screen.



Make sure:

- 1) **Installation Target Setting: Install to is Device HDD.**
- 2) Under **Type-J Setting: Auto Start** select **On**.
- 3) Under **Extended Feature List: Extended Feature Name** select **PaperCut**.



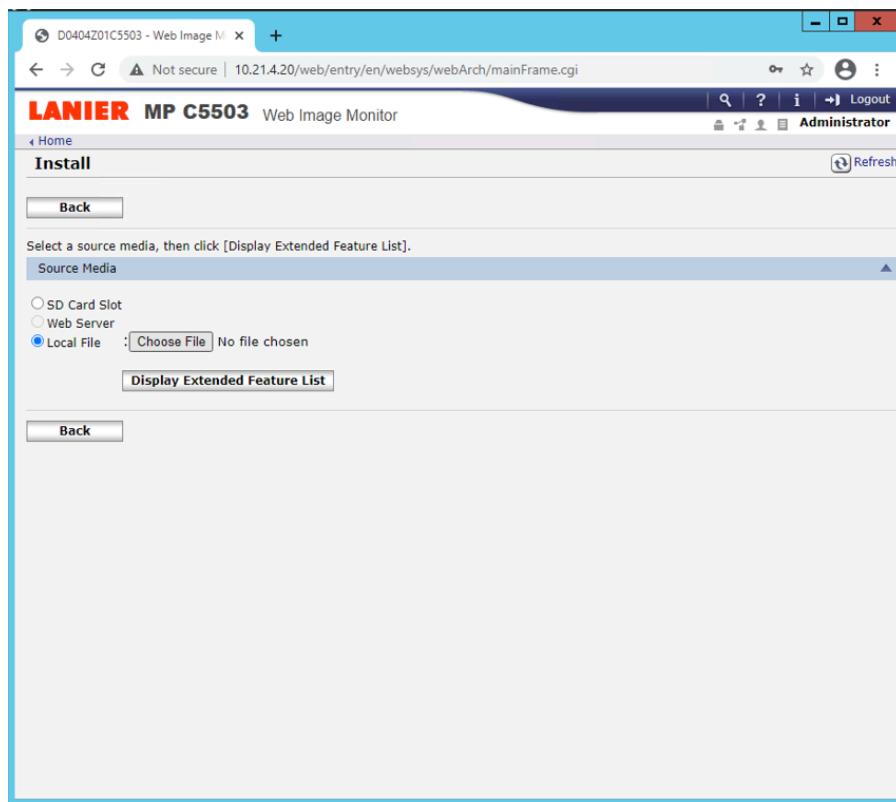
## How to Install PaperCut on an MFP

When you are ready to install, click the **Install** button (the down-pointing arrow) under **Extended Feature List**. You will get the familiar “Are You Sure?” screen. Click the **OK** button.



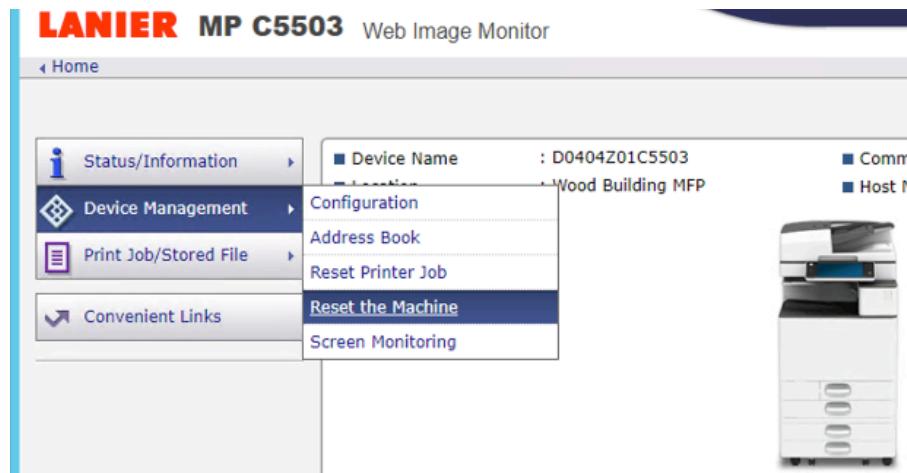
Again, it may look like nothing is happening for several minutes. Have patience.

When the screen looks like this, click on the **Home** button at the top-left hand side of the window.

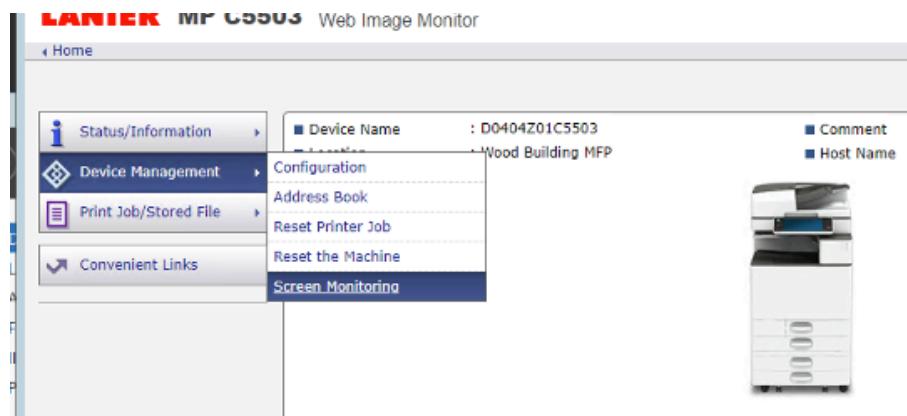


## How to Install PaperCut on an MFP

Now again hover over the **Device Management** button, then select **Reset the Machine**. This will cycle the power off and then back on. This part can take more than 5 minutes. Also, you will be logged out of the MFP during this process.

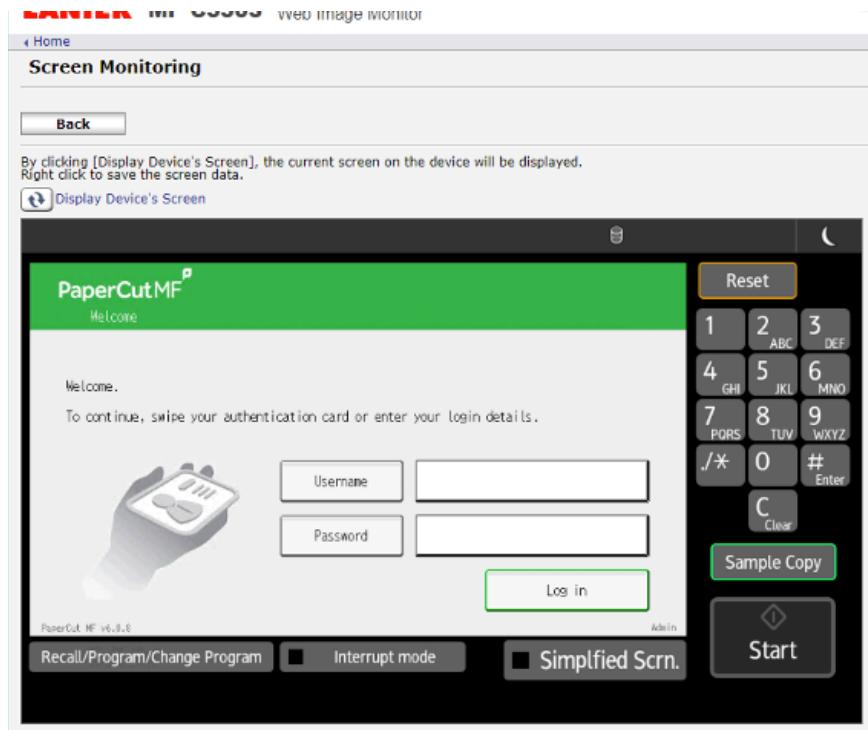


Log back into the printer as Administrator again. Go to **Device Management** —> **Screen Monitoring**.

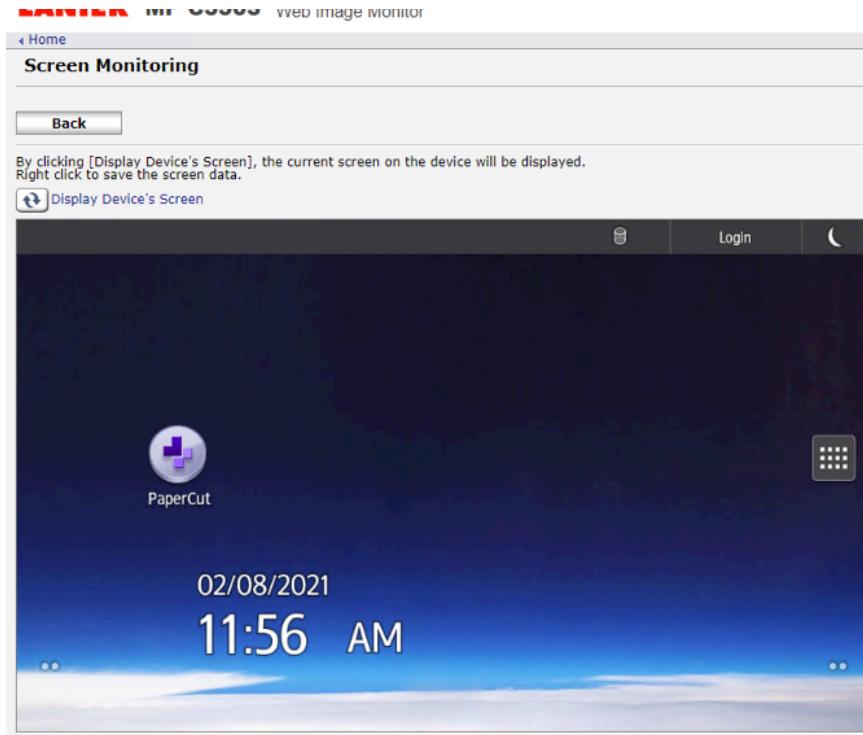


## How to Install PaperCut on an MFP

If you see the screen below, you are finished. PaperCut is loaded and running.



If you see the following screen (with or without the PaperCut icon), someone will have to physically go to the printer and reset the Screen Priority to PaperCut.



## How to Install PaperCut on an MFP

This is as far as you go remotely. Logout as Administrator, quit Chrome and logoff of the PaperCut Main Server.

