

Enfield Public Schools

Printing

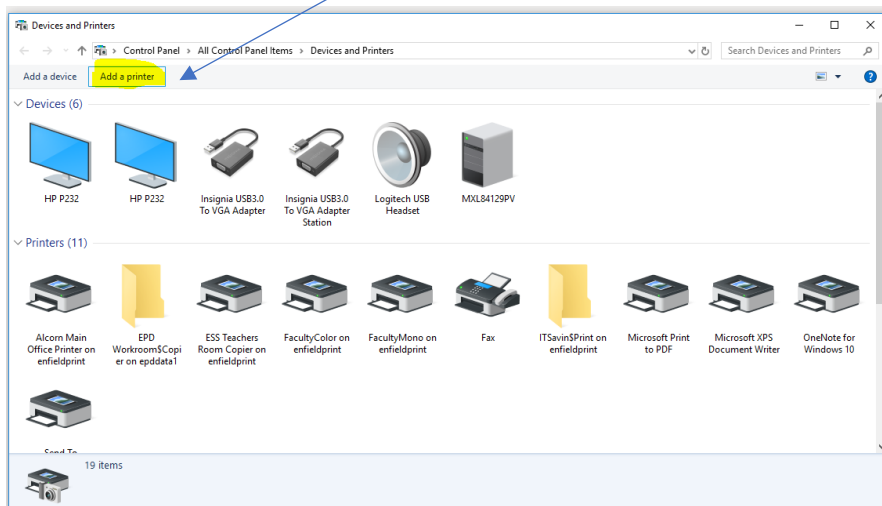
The new Papercut Print Management system has simplified the process of printing, You now have the ability to print at any EPS building, utilizing your **badge** to release your print jobs. Print jobs do not automatically print till you visit a printer and swipe your badge.

In order to use this system, you must have the following printers installed on your workstation. [\\EnfieldPrint\FacultyMono](#) and [\\EnfieldPrint\FacultyColor](#). Your old printer default will not function any more.

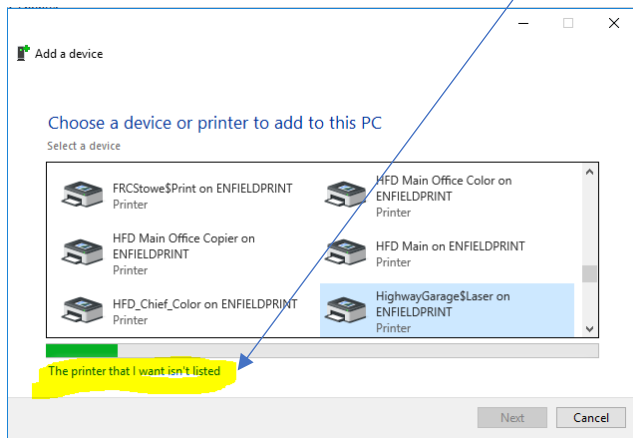
How to add new Badge Enabled Printers to your computer:

Type “Control Panel” in the Cortana Search Bar.

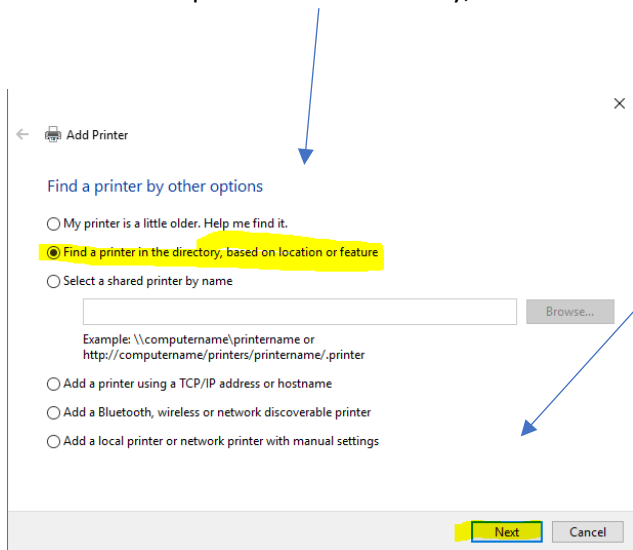
1. In the Control Panel, choose, Devices and Printers.
2. Click on Add a Printer



Below the printers listed, choose “The printer that I want isn’t listed”



Choose “Find a printer in the directory, based on location or feature”. Click Next.



In the “Find printers window”, Click on the word “Name” to alphabetize your list. Look for FacultyMono and FacultyColor. Double click to choose one and repeat the process for the other. Click Next and Finish. You can now print to any device in any building!

