Windows Printer Setup Instructions

Please make sure you have administrative rights on your computer before proceeding with the install.

Furthermore, before you start, please be aware of the following things that could cause problems.

1. Make sure you are connected to the *Microlab* WiFi network (password: M!cr0l@b). *Microlab Guest* is **not** the same network.

2. If you are using a VPN or Remote Desktop connection, you will need to disconnect it, as it will only work when you are directly connected to the Microlab network.

3. If you have manually set a DNS server, the Microlab printers and presentation software will not work.

Tip: a quick way to test if one of the abovementioned issues is what is causing your problems, is to load http://darkblue5.microlab.nl/. If it the page does not load, then the issue is caused by one of these three.

Step 1. Download the Printer Drivers

Kyocera Printer Drivers

Step 2. Download the PaperCut Client

Windows PaperCut Client

Step 3. Extract the Printer Drivers and PaperCut Client folders

Extract the drivers and papercut install by double-clicking the downloaded files from Step 1-2 and dragging the folders to the desktop or your choice of location. **DO NOT** run any setup file(s) or touch the drivers folder.

Step 4. Install the PaperCut Client

    a. Launch **client-local-install.exe** from the extracted folder

    b. A security warning may appear. Click **Yes** if prompted.

    c. The PaperCut installation wizard will appear. Click **Next**.

    d. Accept the EU License Agreement by clicking **I accept the agreement**. Then click **Next**.

    e. Confirm the destination location for the installation of the PaperCut software. Click **Next**

    f. Select **local install (For all users)** and click **Next** .

    g. Click **Install** to continue the installation or click **Back** to change any settings.

    h. **Launch client and verify my identify (Recommended)** should be checked.
       Click **Finish** and Papercut will launch.

    i. Enter your PaperCut **Login** and **Pin** when prompted.

> You can find your company printer and meeting room credentials by logging in at
> https://my.microlab-eindhoven.nl. It is noted at the top of the page, next to our logo. These are
> the same credentials you will need when accessing the printer itself.

 Step 5. Add the Printer

a. Navigate to **Control Panel**

b. Select **Devices & Printers**

c. Click **Add a Printer**

d. Click on **Add a Network Printer** or **The printer that I want isn't listed** and click **Next**
   (depending on Windows version)

e. Click **"The printer I want isn't listed."** at the bottom of the window

f. **Select a shared printer by name** and enter the following:
   https://followme.microlab-eindhoven.nl/printers/Micro-FollowMe/.printer

g. Now you need to enter login details. The username is **Microlab\[Your company Code]** (for example:
   Microlab\10123). The password is your company pin code.

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> https://my.microlab-eindhoven.nl. It is noted at the top of the page, next to our logo.

h. Click **Have Disk** , if prompted

i. Browse to the extracted drivers folder from **Step 3:** Windows > 64bit > XP and newer > OEMSETUP.inf (Use Win_x86 folder for 32bit systems)

Note: The driver files should auto-populate the file name once you navigate to the proper folder(s). Simply confirm with what's on your screen with the instructions.

j. Click **OK**

   Pick Kyocera TASKalfa 2551ci

k. Click **Finish** when prompted that your installation was successful.

Step 6. Testing the installation:

Send any document to the printer by printing from your computer. You will be prompted for your PaperCut Username and Password on the first print of the day. If you idle for more than 1 hour, you will be prompted again.

*Note: The Papercut client must be running to be able to print! There is a papercut icon in the right hand corner. If not start the client manually.

**Note: If you need help with releasing a print, please ask a community manager for assistance.