

# PRINTER SETUP



## TO ENROL YOUR SWIPE CARD, FOLLOW THE BELOW INSTRUCTIONS

1. Swipe security access card on the reader (look for the green sticker on the printer).
2. Enter the username and password as above.
3. Press set.
4. Swipe your card again and it will log you in.

## SCANNING

1. Once your card has been enrolled as per above, simply tap in on the printer.
2. Follow the onscreen prompts.
3. Your email address will be saved in the printer.
4. If you don't receive the email within 5 mins, please check your junk mail or spam folder.

## EMAIL PRINT

1. To print in B&W, send email to [bw.printer@waterman.com.au](mailto:bw.printer@waterman.com.au) with your document attached.
2. To print in colour, send email to [colour.printer@waterman.com.au](mailto:colour.printer@waterman.com.au) with your document attached.
3. Wait of email response from the printer when it has finished processing the job.
4. Swipe your access card on the printer and release print.

**Email print supports Picture File, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, PDF and XPS formats.**

## WEB PRINT

1. Browse to <http://printserver.waterman.com.au:9191/user>
2. Enter username and password.
3. Select 'Web Print'.

4. Select 'Submit a Job'.
5. Choose either 'WatermanPrinterColour' or 'WatermanPrinterB&W'.
6. Select 'Print Options and Account Selection'.
7. Select 'Upload Documents'.
8. Drag file in or browse to file on computer.
9. Select 'Upload & Complete'.
10. Wait for job to be 'Held in Queue'.
11. Swipe your access card and release print.

**Web Print supports Picture File, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, PDF and XPS formats.**

## REGULAR PRINT FOR WINDOWS (REQUIRES DRIVER AND PAPER CUT MF APPLICATION TO BE INSTALLED)

1. To connect the printers, click this link: `\\printserver`
2. If prompted for credentials, enter 'Guest' for the username with no password.
3. Right-click on the printer 'WatermanPrinterColour'.
4. Click 'Connect'.
5. Right-click on the printer 'WatermanPrinterB&W'.
6. Click 'Connect'.
7. To install the PaperCut application, click this link: `\\printserver\PCClient\win\client-local-install.exe`
8. When prompted for PaperCut credentials, enter them as emailed to you.

## REGULAR PRINT FOR MAC OS (REQUIRES DRIVER AND PAPER CUT MF APPLICATION TO BE INSTALLED)

1. Contact Service Desk for assistance. Contact on phone extension 200 or [service@waterman.com.au](mailto:service@waterman.com.au) — Charges apply.