



Global Printing (macOS)

A new print queue named “**lsc-print**” has been created to simplify the printing process and support additional projects that are underway.

The new print queue will replace all existing print queues. A print queue is a printer that has been added to your device, such as the existing print queues named “lsc building-copier” or “lsc admin-copier”.

The new print queue can be referred to as a **Global Print Queue**, as any documents printed to the new print queue can be released from any printing device around the college - simply login to any copier and release the print job as usual. The process for printing to small standalone printers is a little different so we’ve included a few steps below to assist you with this.

Before installing the new print queue now is a great time to remove any existing Leongatha Secondary College print queues that you may have installed.

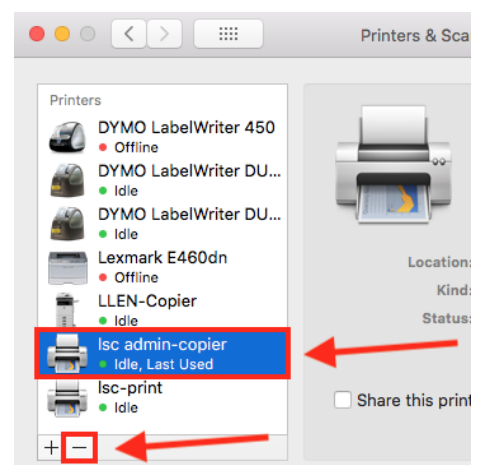
1. Removing Existing Print Queues

- Select the **Apple** menu at the top left corner of your display.
- Select “**System Preferences**”.
- Select “**Printers & Scanners**”.
- Select an existing school print queue.
- Select the minus (---) button below the print queue list.
- Select “**Delete Printer**”.
- Repeat for each school print queue installed on your device.

Great work! You should now have a much smaller print queue list!

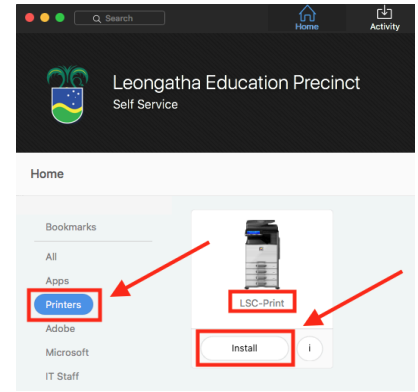
Note: The existing print queues will soon be disabled so it’s best not to leave any installed.

Next page: Installing the new print queue, setting up authentication and printing to a small printer.



2. Installing the new “lsc-print” Print Queue

- Open the “Self Service” app:
 - Available in your Mac’s dock or Applications folder.
- Select “Printers” in the left side menu.
- Select “Install” under the item “LSC-Print”.
- Wait for the install button to change to “Done!” or “Reinstall”.



Great work! The new print queue “lsc-print” should now be installed.

The final step is to print a test page to authenticate your account.

3. Print Queue Authentication

- Create a blank document or open a document you need to print.
- **Hold up! Ensure you follow the below steps carefully.**



- Print the document, ensuring the print queue “lsc-print” is selected.
- A window will appear requesting your school username / password.
- **Delete the pre-filled username.**
- Enter your school username (e.g. 01234567) and password.
- Check the box “Remember this password in my keychain”.
- Select “OK”.

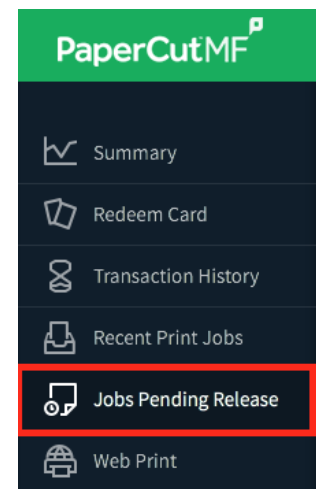
Great work! The new print queue “lsc-print” should now be installed, authenticated and ready to use!

Note: If a bouncing printer appears in your Mac’s dock an invalid username and/or password was entered - please open the print queue and select the refresh button next to the print job name to re-authenticate.

If you only printed to photocopiers you’re all set, however if you also print to small printers please continue.

4. Printing to Small Standalone Printers

- Print your print job to the “lsc-print” global print queue.
- Login to PaperCut, steps below:
 - Open the “Self Service” app.
 - Select “Bookmarks”.
 - Select “PaperCut Print Release”.
- Login with your school username and password.
- Select “Jobs Pending Release” in the left-side menu.
- Select “[print]” next to the print job you would like to print to a printer.
- Select the printer from the (scrollable) list of available printers.
- Your print job will print immediately.



SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Apr 30, 2018 2:20:25 PM	lsc-ps01\lsc-print	Untitled 5		1	\$0.10	[print] [cancel]

Please don't hesitate to contact ICT Support if you require any additional support:

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