1. In your search bar, search for ‘Software Center’ and click to open

2. Search for ‘Crimson Print - Installer’. Click to open / install

3. Select your department in the dropdown list and click the install button

4. Once the installation is complete, the setup window will display an installation complete message
1. In Applications, search for ‘Self Service’ and click to open

2. Search for ‘Crimson Print’. Click on your department to open / install

3. In Applications, double-click on ‘[Department] Crimson Print’

4. Enter your username/password and click ‘OK’. Once the installation is complete, the setup window will display ‘Installation Complete’
1. Open a new browser and go to the IT Help site.

2. Search for ‘Crimson Print Installation’ and open the knowledge article titled ‘Crimson Print Installation Guide for Departments’.

3. Follow the step-by-step guide in the knowledge article to connect to your department’s Crimson Print printer.
Navigation options can change based on department preferences

1. If Crimson Print is not displayed, and the Home Screen is visible, click the PaperCut icon for print release and scan options.

2. Scanner (Classic) are the local Scanner features. Tap here to access pre-configured non-Crimson Print scan features.

3. Fax (Classic) is for the local printer Fax features.

4. Soft Keys, always located at the top of the screen, provide quick access to Crimson Print and Classic features.
1. In the document print screen, select your department’s Crimson Print printer

2. Go to any Crimson Print printer, and swipe your HUID (thick stripe facing the PaperCut logo)

   Or, click the PaperCut icon and enter your Harvard Key

3. Tap **Print Release** and in the next screen...
   Tap a Document Name or Print All to release the document(s)
1. Swipe your HUID card at the printer (thick stripe facing the PaperCut logo)

2. Tap the Device Functions button

3. The account screen will display. Wait or click OK to proceed. Choose your copier settings and tap Start.
*Note: Scan to OneDrive is currently only available for HUIT Crimson Print

1. Swipe your HUID card at the printer (thick stripe facing the PaperCut logo)

2. Tap the Scan button and then select the Scan to OneDrive button

3. Click the Settings button to modify the scan settings, then click Scan to send your scan to OneDrive

*Note: The first time you use the Scan to OneDrive feature, only scan 1 document to allow for the initial setup to be completed. After the initial setup, you may scan multiple documents at a time
*Complete registration steps 4—6 only the first time this feature is used. If you are already registered, skip to step 7*

4. After sending your first scan to OneDrive, retrieve the email from scans@papercut.com with the subject ‘Authorize Scans for PaperCut MF to save your OneDrive for Business’ and click the Login to OneDrive for Business link.

*Note: The email may take a few minutes to appear in your inbox for retrieval*

5. Enter your Harvard Key credentials

6. Click the Accept button to authorize Scans for PaperCut MF to send files to your OneDrive. A success notification should be displayed.
7 Open OneDrive through:

- http://mso.harvard.edu > OneDrive

8 Your scanned document will be saved in the Apps > Scans for PaperCut MF folder