

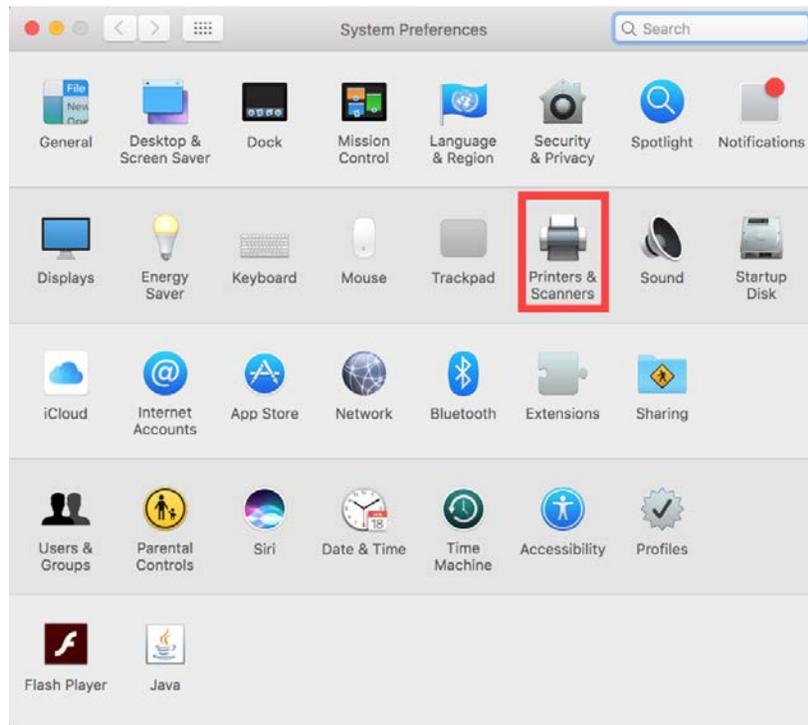
# Printing with PaperCut

## Your Personal Apple/Mac Laptops and Desktops

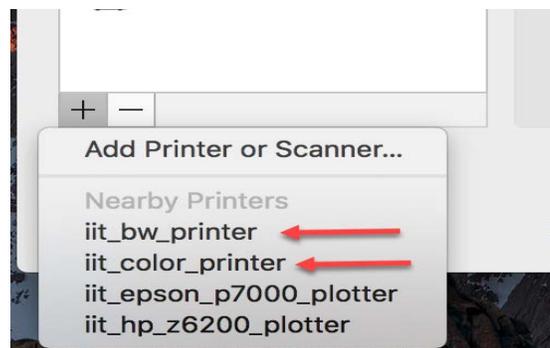
### Set Up

To perform this initial set up you must be on an Illinois Tech campus and connected to IIT-Secure, eduroam, or a wired network connection.

1. Open System Preferences.
2. Go to Printers and Scanners.



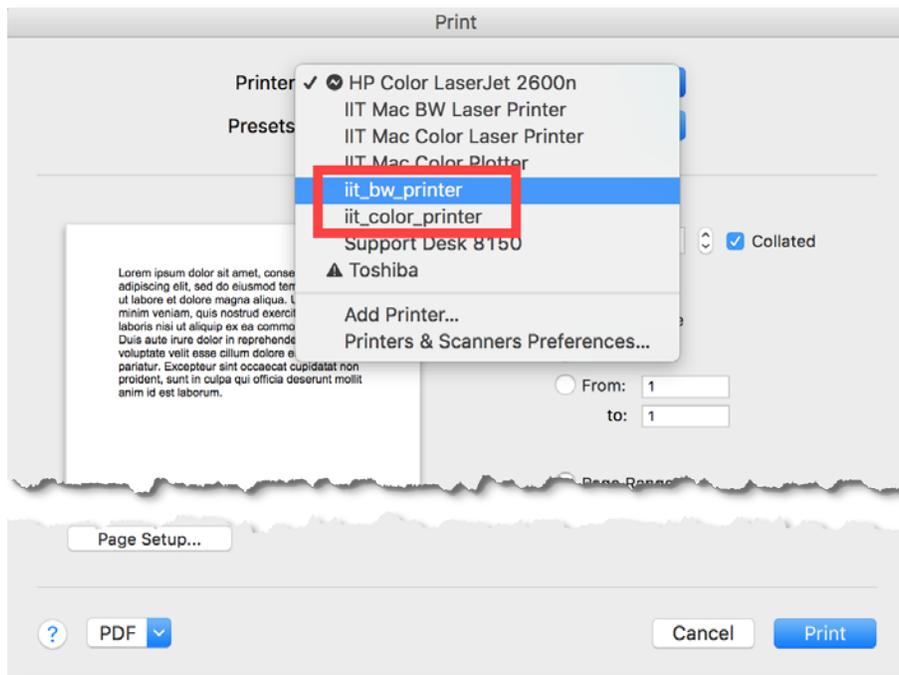
3. Add the following two printers:
  - a. iit\_bw\_printer; and
  - b. iit\_color\_printer.



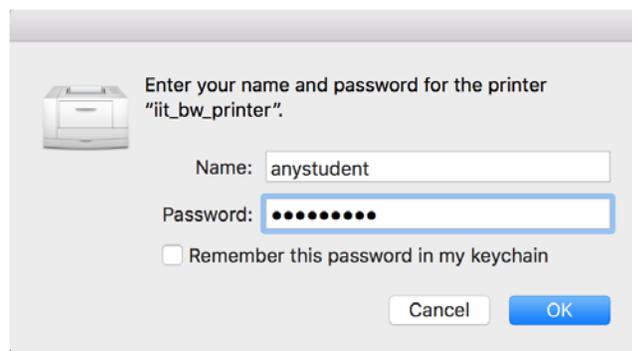
4. Close Printers and Scanners.

## Printing

1. Confirm you are on the “IIT-Secure” wireless network.
2. Open a document, PDF, web site, etc.
3. Press  $\mathbb{H}$  and P.
4. Select the printer for your needs.
  - a. iit\_bw\_printer for black and white only
  - b. iit\_color\_printer for color



5. Click Print.
6. You will be prompted for your Illinois Tech credentials. Enter the same username and password that you use to log into the myIIT portal.



7. A printer icon will show up in the dock with the number of items printing. If you double-click the icon, it will indicate that it is in the process of connecting to the printer, verifying credentials, etc. The number will disappear once it is released to PaperCut.



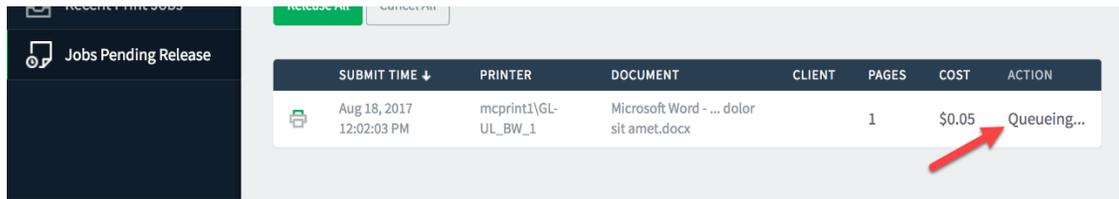
8. Log into <https://print.iit.edu>.
9. Go to the “Jobs Pending Release” tab.

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 18, 2017 12:02:03 PM	mcmobile1\IIT_BW_Printer	Microsoft Word - ... dolor sit amet.docx		1	\$0.05	[print] [cancel]

10. It may take up to 30 seconds for the document to appear. After it appears, click/tap “print” under the “ACTION” column.
11. Select the printer where you wish to pick up your document.

PRINTER	LOCATION	STATUS
dtcprint1\ID601_BW_1	DTC	OK
dtcprint1\SSB401_BW_1	DTC room 401	OK
dtcprint2\SSB405_BW_1	DTC Room 405	OK
dtcprint2\SSB491_BW_1	DTC room 491	OK
mcprint1\AM218_BW_1	Alumni Building room 218	OK
mcprint1\Carman_BW_1	Carman Hall	OK
mcprint1\CR001_BW_1	Crown Hall room 001	OK

12. The “ACTION” column will change to “Queueing...” until the system updates queue and then “Queueing will disappear from the tab.



SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 18, 2017 12:02:03 PM	mcpri1\GL- UL_BW_1	Microsoft Word - ... dolor sit amet.docx		1	\$0.05	Queueing...

13. Go to the printer you selected and your document will be waiting for you.

**If you need assistance, please contact:**

**The **OTS** Support Desk**

**Phone: 312-567-3375 (x7**DESK**)**

**Email: [supportdesk@iit.edu](mailto:supportdesk@iit.edu)**

**In-person: Galvin Library, Upper Level**