

Printing with PaperCut

Personal Windows Laptops, Desktops, and Tablets

[Setup](#)

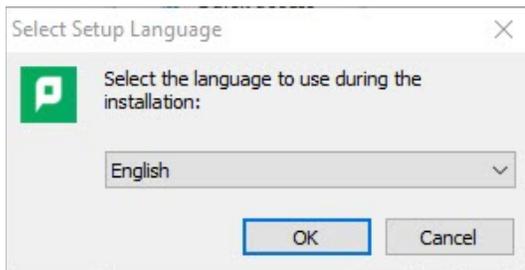
[Printing](#)

[Remove Old PaperCut Drivers](#)

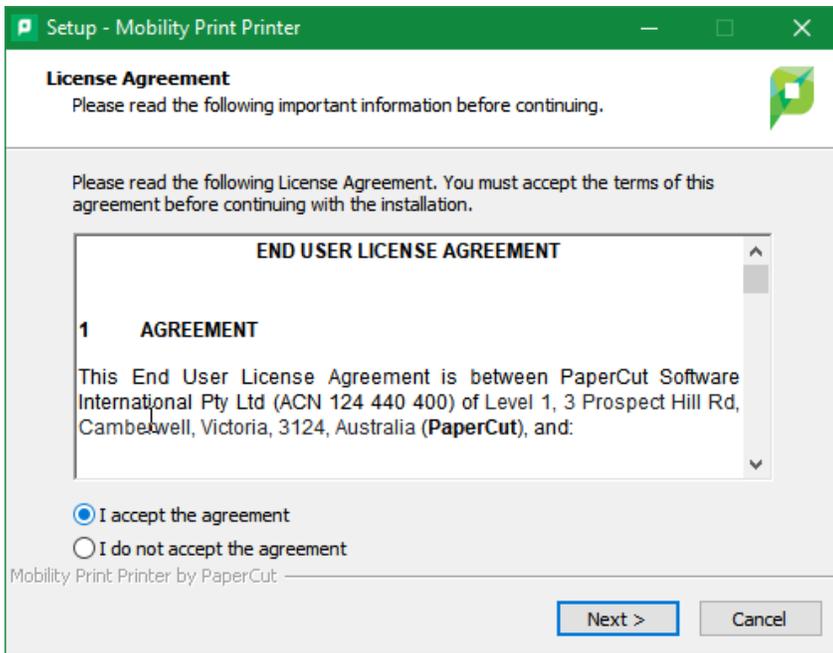
Setup

To perform the initial setup, you must be on an Illinois Tech campus and connected to IIT-Secure, eduroam, or a wired network connection. After you have added the printers you can be connected to any network.

1. Go to <http://mcmobile1.iltech.iit.edu:9163/help/mobility-print-devices/topics/en/client-setup-windows.html>
2. Click on **Click this link**, under the video, to download the install package.
3. Run the install package.
4. Select your language.



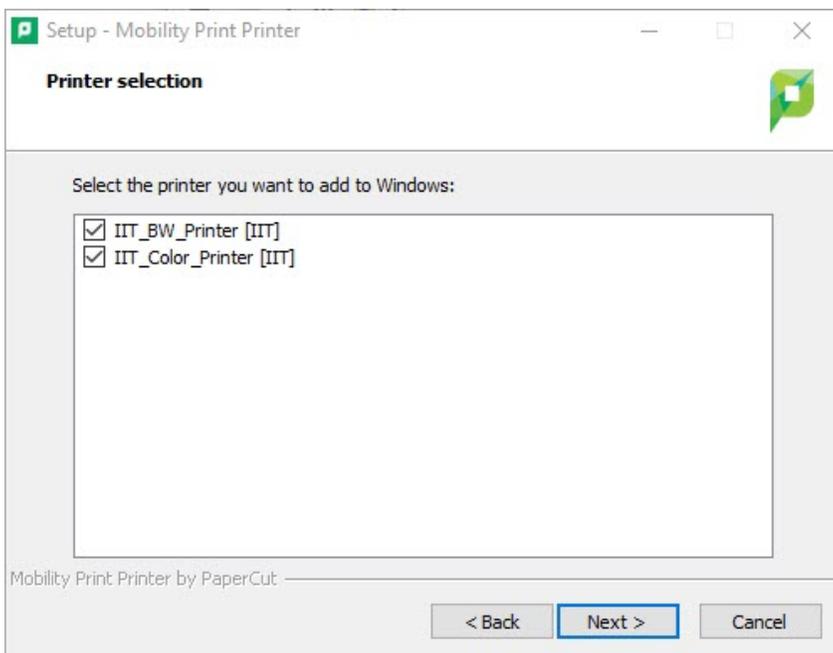
5. Read the License Agreement and click "I accept the agreement" if you accept the terms, and click the "Next >" button.



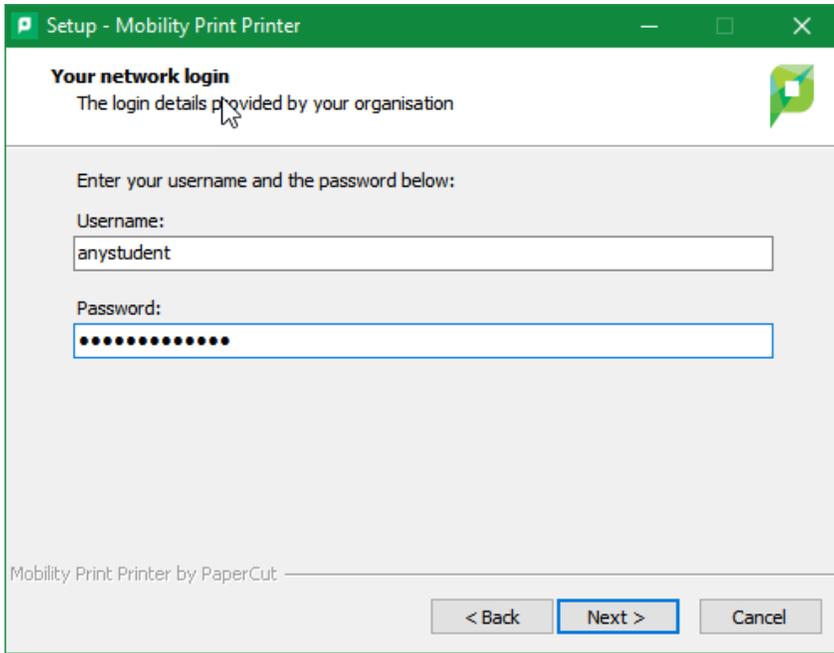
6. Check the boxes for both printer drivers to be installed.

IIT_BW_Printer [IIT] for black and white printing only

IIT_Color_Printer [IIT] for color print.



7. Enter your Illinois Tech credentials (same as your MyIIT log in credentials).



Setup - Mobility Print Printer

Your network login
The login details provided by your organisation

Enter your username and the password below:

Username:
anystudent

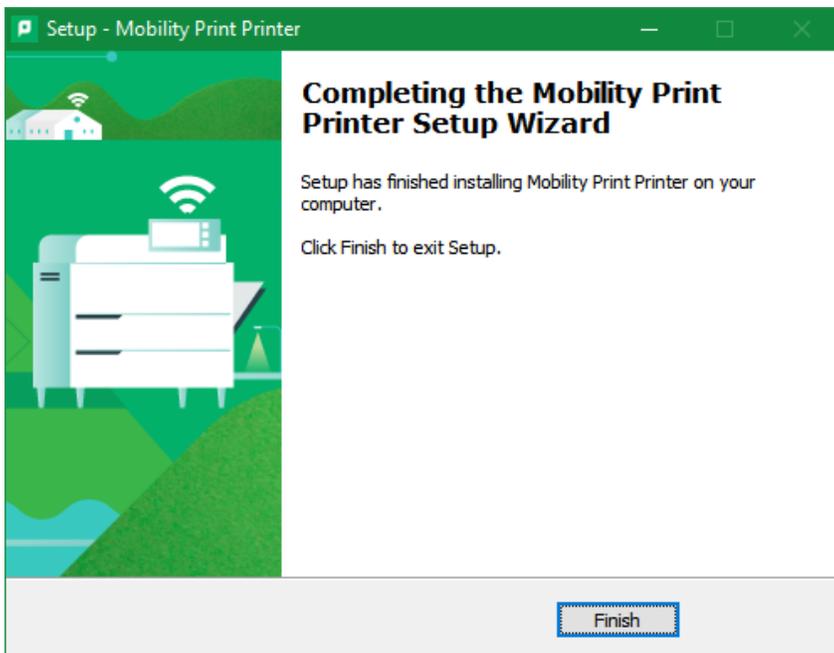
Password:
●●●●●●●●●●●●

Mobility Print Printer by PaperCut

< Back Next > Cancel

NOTE: The credentials put in will be the only ones that can print from the machine.

8. Click Finish.



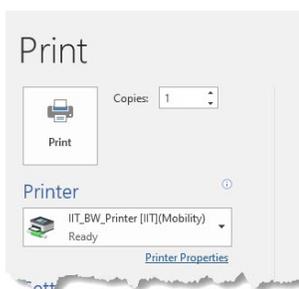
Printing

You can print from any network, on- or off-campus.

1. Open a document, PDF, web site, etc.
2. Press Ctrl + P.
3. Select the printer for your needs.
 - a. IIT_BW_Printer [IIT] (Mobility) for black and white only
 - b. IIT_Color_Printer [IIT] (Mobility) for color



4. Click Print.



5. Log into <https://print.iit.edu>

6. Go to the “Jobs Pending Release” tab.

Jobs Pending Release

1 job pending release with cost \$0.05 ✔ Auto refresh (39) Refresh Now

Your balance:\$5.00

Release All Cancel All

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]

7. It may take up to 30 seconds for the document to appear. After it appears, click/tap print under the “ACTION” column.

8. Select the printer where you want to pick it up.

Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

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

9. The “ACTION” column will change to “Queueing...” until refreshing the queue and then it disappears from the tab.



The screenshot shows a print queue interface. On the left, there is a sidebar with a dark blue background and a white icon of a printer, labeled "Jobs Pending Release". The main area is a light gray table with a dark blue header. The header has columns: SUBMIT TIME ↓, PRINTER, DOCUMENT, CLIENT, PAGES, COST, and ACTION. Below the header, there is one row of data. A red arrow points to the "Queueing..." text in the ACTION column.

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 18, 2017 12:02:03 PM	mcprint1\GL- UL_BW_1	Microsoft Word - ... dolor sit amet.docx		1	\$0.05	Queueing...

10. Go to the printer you selected and your print out will be waiting.

Remove Old PaperCut Drivers

If you used PaperCut print mobility on your Windows Device prior to August 2020, you will need to uninstall the old printer drivers as they will still show up on your printers list when printing.

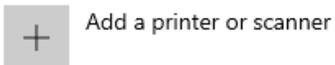
1. Click the Windows Start button.



2. Type **Print**.
3. Click **Printers & Scanners**.

Printers & scanners

Add printers & scanners



Printers & scanners



4. Click **IIT_BW_Printer [Virtual Queue](Mobility)** and then the **Remove Device** button.



Open queue

Manage

Remove device

5. Click **Yes**.

Are you sure you want to remove this device?

Yes

6. Repeat steps 4 and 5 to remove **IIT_Color_Print [Virtual Queue](Mobility)**.

If you need assistance, please contact:

OTS Support Desk

Phone: 312-567-3375 (x7DESK)

Email: supportdesk@iit.edu

In-person: Galvin Library, Upper Level