Printing with PaperCut

Personal Windows Laptops, Desktops, and Tablets

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.


2. Select Windows.

3. Click the “Mobility Print Printer Setup” link.

4. Run the install package.

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

6. Select a printer driver to install.
   
   IIT_BW_Printer [Virtual Queue] for black and white printing only
   
   — OR —
   
   IIT_Color_Printer [Virtual Queue] for color print.
7. Enter your Illinois Tech credentials (same as your MyIIT log in credentials).

8. Click Finish.

NOTE: The credentials put in will be the only ones that can print from the machine.
NOTE: You will need to do steps 4-8 to install the printer you did not select the first time.
**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. IT_BW_Printer [Virtual Queue] (Mobility) for black and white only
   b. IIT_Color_Printer [Virtual Queue] (Mobility) for color

4. Click Print.
5. Log into https://print.iit.edu

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

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

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

If you need assistance, please contact:

**OTS Support Desk**

Phone: 312-567-3375 (x7DESK)

Email: supportdesk@iit.edu

In-person: Galvin Library, Upper Level