Printing with PaperCut

Your Personal Windows Laptops, Desktops, and Tablets

Set Up

To perform the initial setup, you must be on an Illinois Tech Campus and connected to IIT-Secure, eduroam, or a wired network connection. Once you have finished installing the software and two types of printers, you can then print from any network in the world; you will not have to be on the IIT 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:
   a. IIT_BW_Printer [Virtual Queue] for black and white printing only; OR
   b. IIT_Color_Printer [Virtual Queue] for color printing.
7. Enter your Illinois Tech credentials (same as your myIIT log in credentials).

![Image of Mobility Print Printer setup screen]

**NOTE:** The credentials you put in will be the only ones you can use to print from that device.

8. Click Finish.

![Image of Mobility Print Printer setup completion]

**NOTE:** You will need to repeat Steps 4-8 to install the printer you *did not select* the first time.
Printing

1. You can print from any network, on- or off-campus.
2. Open a document, PDF, website, etc.
3. Press Ctrl + P.
4. 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
5. Click Print.

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

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

9. Select the printer where you want to pick up your document.

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

11. Go to the printer you selected and your document will be waiting.
If you need assistance, please contact:

The OTS Support Desk

Phone: 312-567-3375 (on campus x7DESK)

Email: supportdesk@iit.edu

In-person: Galvin Library, Upper Level