## Printing with PaperCut

## Your Personal Android Devices

## Setup

1. Make sure your Android devices is connected to IIT-Secure or eduroam.
2. In Google Play, find the PaperCut "Mobility Print" app.

3. Install the app.
4. Open the app.
5. Tap where it says, Tap here and check Mobility Print Service is on.
6. You will be taken to Android settings, check that Mobility Print is on.

## Printing

1. Confirm you are on either the "IIT-Secure" or "eduroam" wireless network or an Illinois Tech wired connection.
2. Open a document, PDF, website, etc.

3. Tap "Print" from the applications menu.

4. Select the printer that best suits your needs.
a. IT_BW_Printer for black and white only
b. IIT_Color_Printer for color

If you do not see your printer in the list (see below left), tap "All printers" to see more options (see below right).

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| :---: | :---: |
| IIT_BW_Printer <br> Virtual Queue | All printers Q |
| $\underset{\text { Pof }}{\square}$ Save as PDF | - IIT_BW_Printer |
| Save to Google Drive | Mobility Print - Virtual Queue |
| Save your document as a PDF in Google Drive | Save to Google Drive |
| $\overbrace{\text { Ere }}$ Microsoft Print to PDF | E Cloud Print - Save your document as a PDF in Goo... |
| HP023141 (HP Photosmart 5520 series) (s... <br> This is a web services printer | Microsoft Print to PDF <br> Cloud Print |
| C $C_{巨}$ Fax Cend To OneNote 2016 | HP023141 (HP Photosmart 5520 series) (s... <br> Cloud Print - This is a web services printer |
| Save to Google Drive <br> Save your document as a PDF in Google Drive | Fax <br> Cloud Print |
| All printers... | Send To OneNote 2016 |
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5. Tap Print.

6. If prompted, enter your Illinois Tech credentials. These are the same credentials you use to log on to the myIIT portal.

7. You may also be asked, "Use Mobility Print?" If so, tap "OK."

8. Log into https://print.iit.edu.
9. Go to the "Jobs Pending Release" tab.

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

12. The "ACTION" column will change to "Queueing..." until the system refreshes the queue and then "Queueing" will disappear from the tab.

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 (x7DESK)
Email: supportdesk@iit.edu

## In-person: Galvin Library, Upper Level

