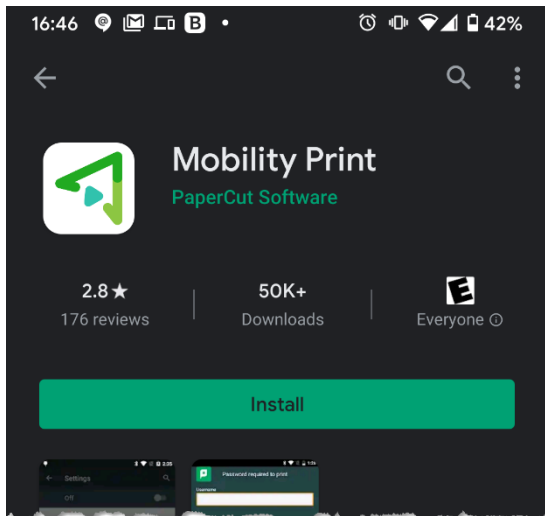# Printing with PaperCut

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.**

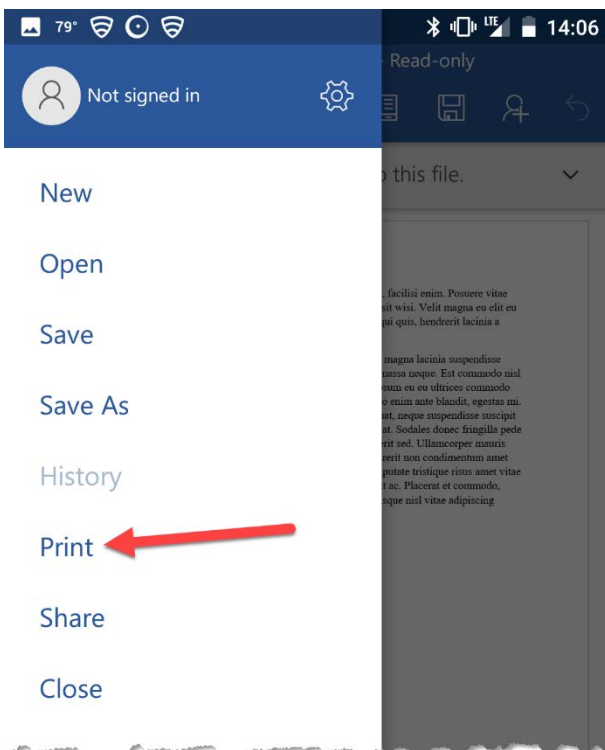6. You will be taken to Android settings, check that **Mobility Print** is on.

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.
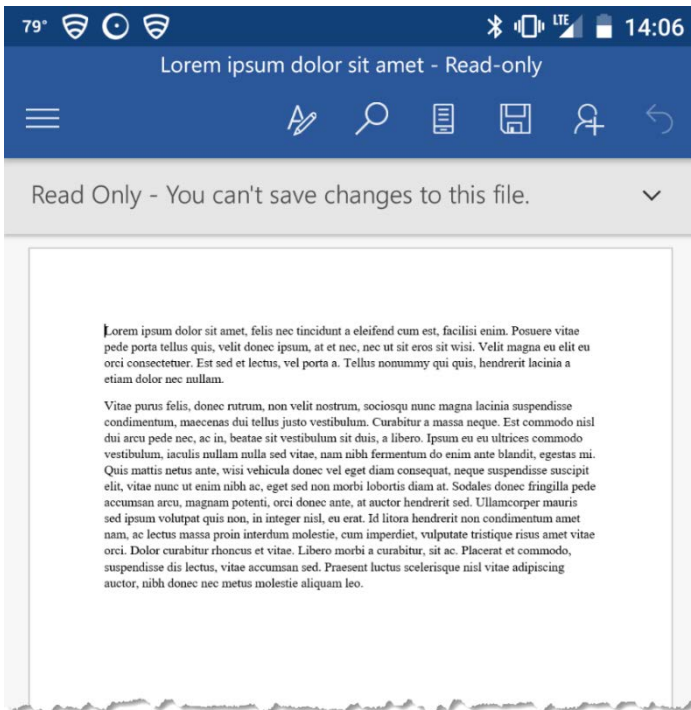
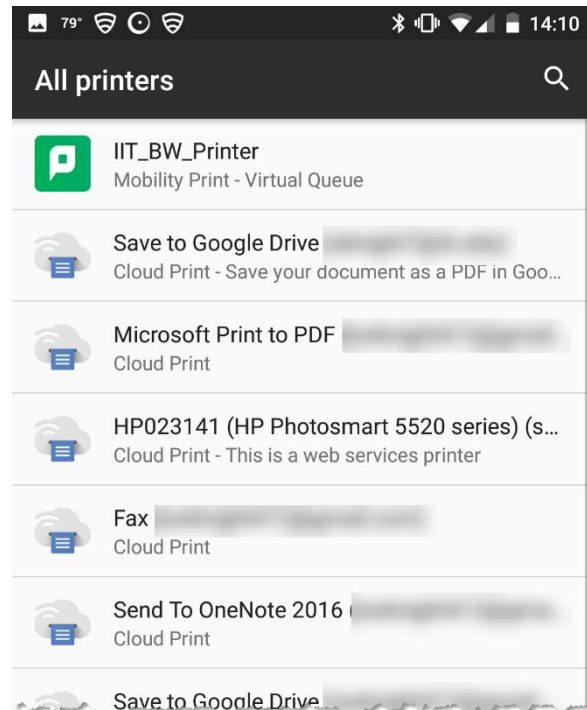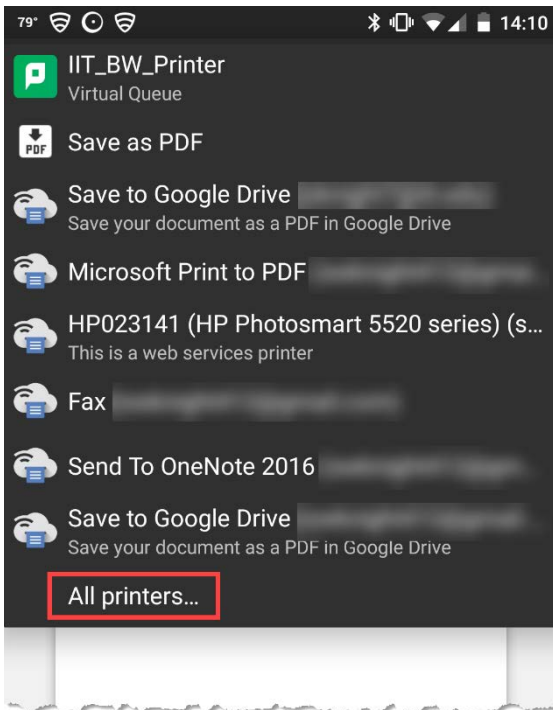

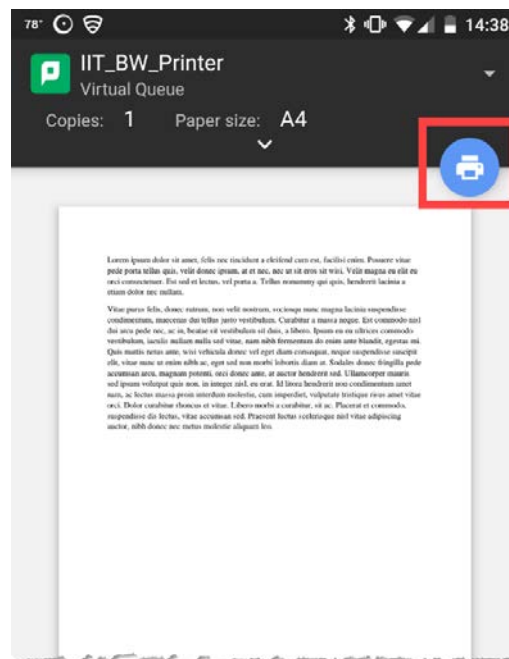3. Tap "Print" from the applications menu.

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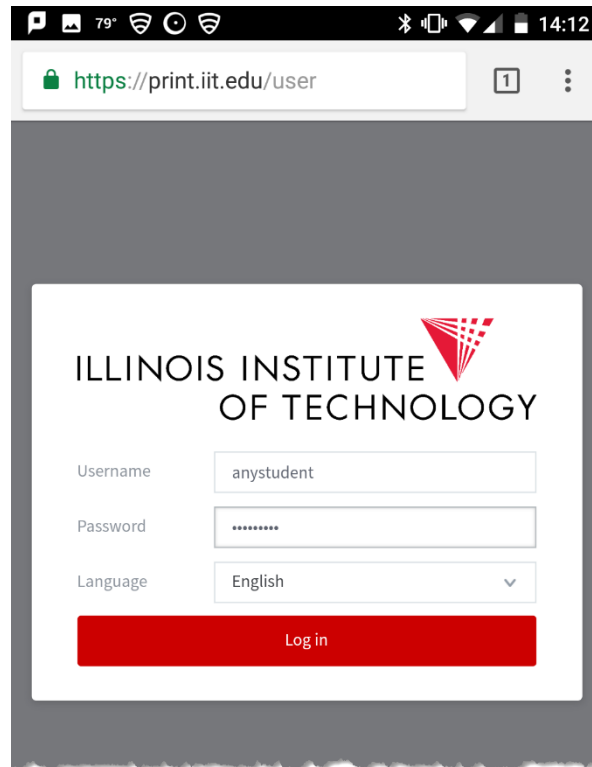   b. **IIT_Color_Printer** for color

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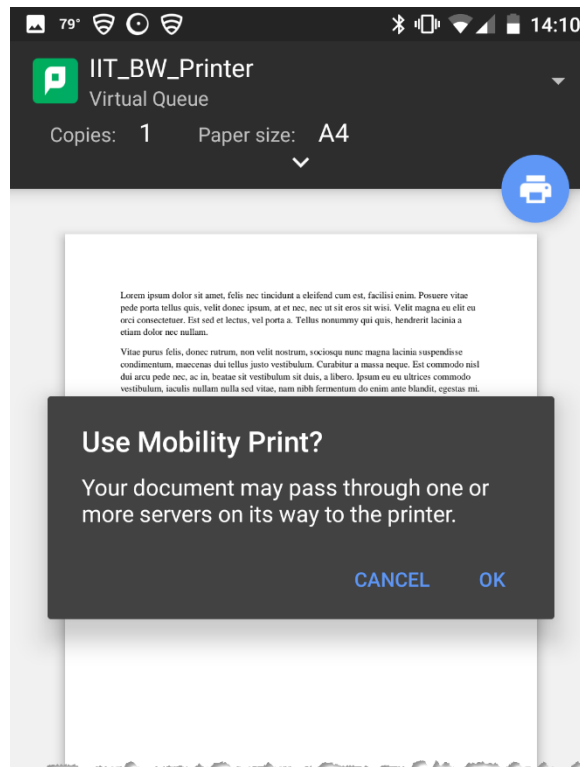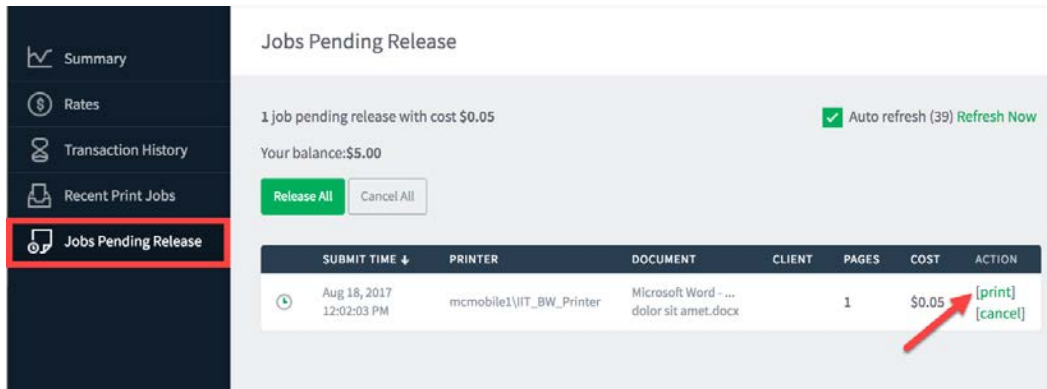

5. Tap Print.

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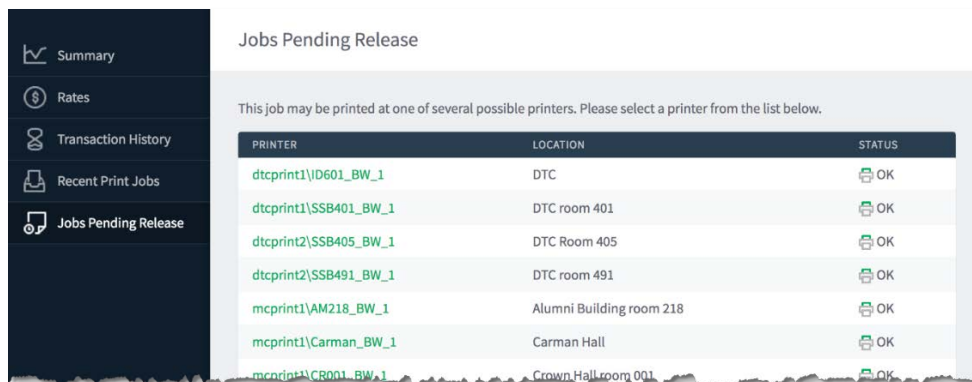

7. You may also be asked, "Use Mobility Print?" If so, tap "OK."

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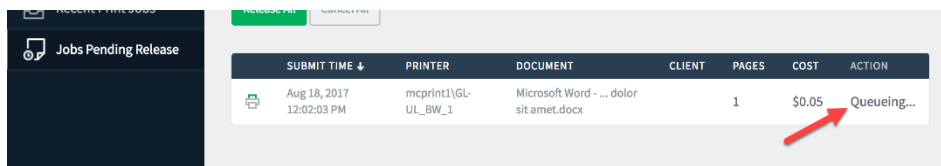
13. Go to the printer you selected and your document will be waiting for you.

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