# Printing with PaperCut

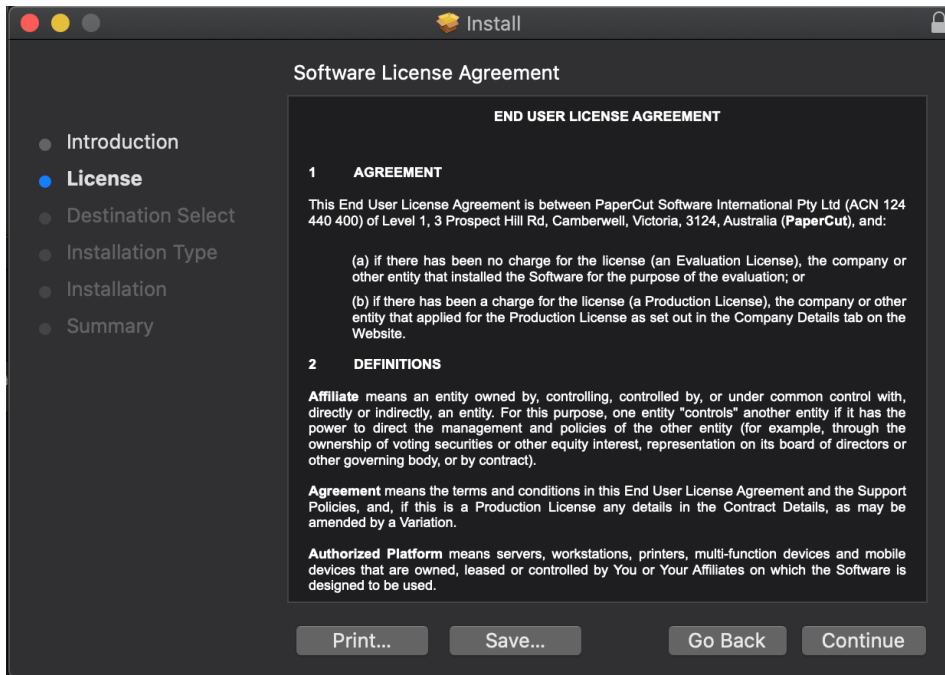## Your Personal Apple/Mac Laptops and Desktops

Set Up

To perform this initial set up you must be on an Illinois Tech campus and connected to IIT-Secure, eduroam, or a wired network connection.
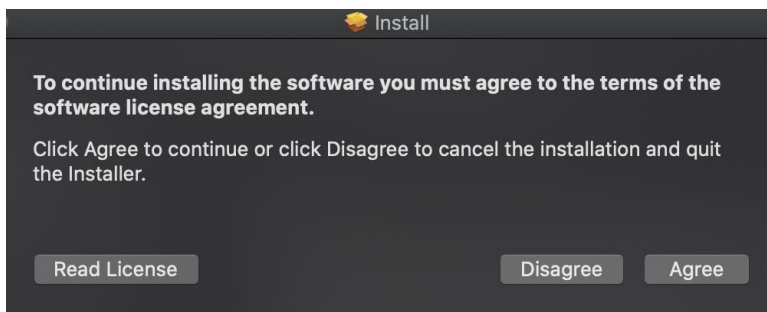
1. Go to http://mcmobile1.iltech.iit.edu:9163/setup
2. Click on green "Download" button to download the install package.
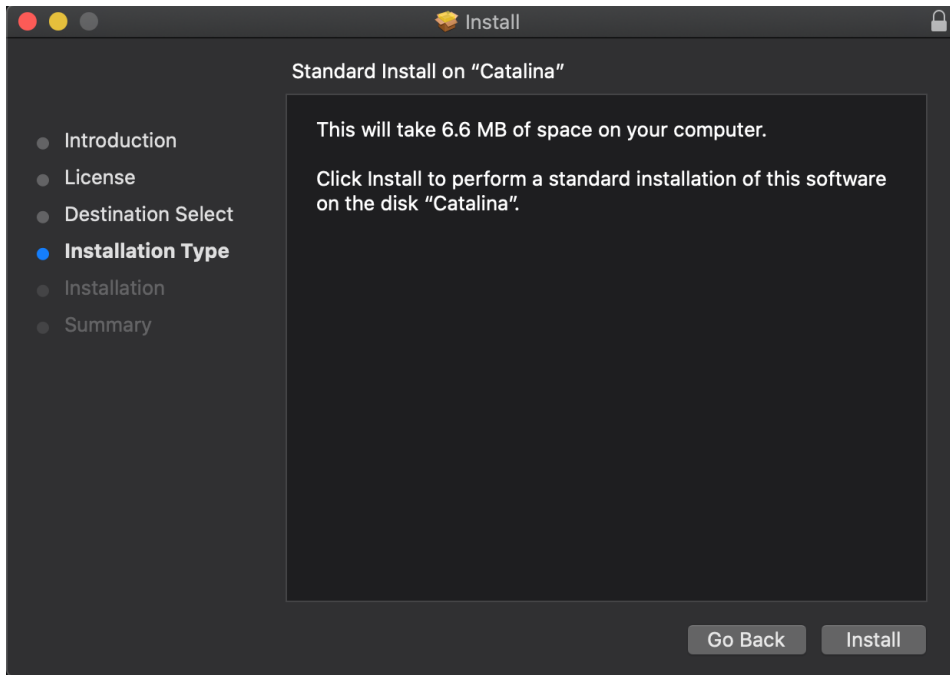3. Run the install package.
4. Click Continue.
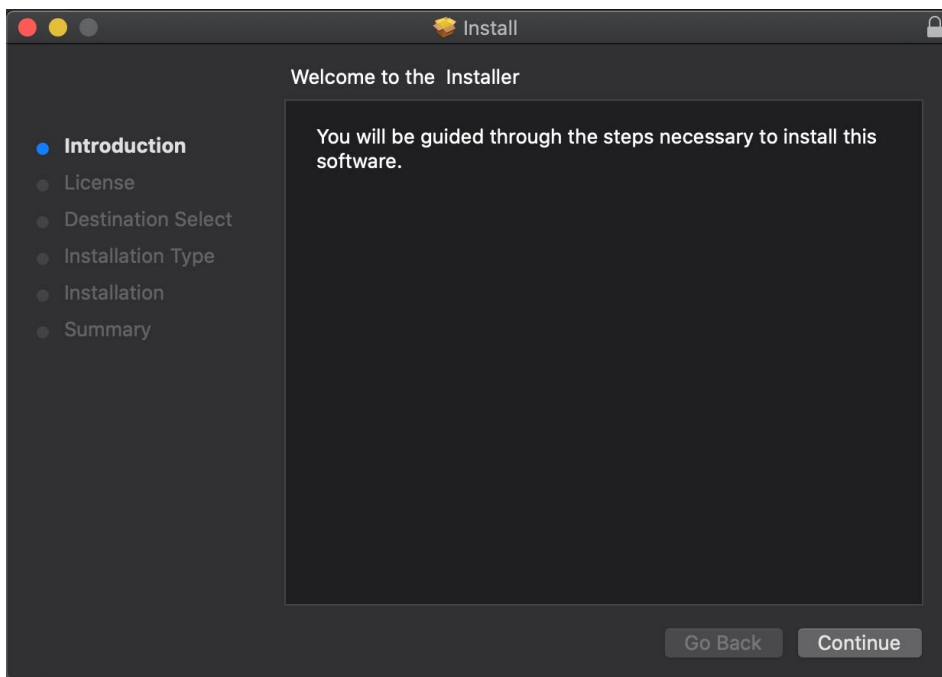
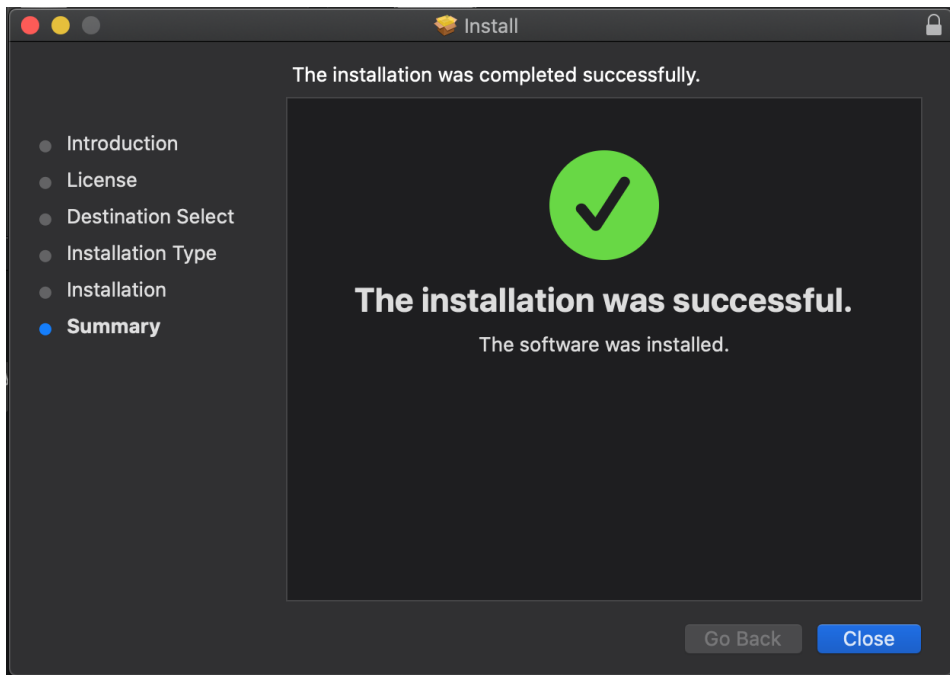5. Read the License Agreement and click the "Continue" button.

6. Click Agree if you accept the terms.

7. Click the "Install" button.

Standard Install on "Catalina"

This will take 6.6 MB of space on your computer.

Click Install to perform a standard installation of this software on the disk "Catalina".

- Introduction
- License
- Destination Select
- **Installation Type**
- Installation
- Summary

Go Back   Install

8. Click Close.

Install

The installation was completed successfully.

- Introduction
- License
- Destination Select
- Installation Type
- Installation
- **Summary**

The installation was successful.

The software was installed.

Go Back   Close

Printing

1. Confirm you are on the "IIT-Secure" wireless network.

2. Open a document, PDF, web site, etc.

3. Press ⌘ and P.

4. Select the printer for your needs.

    a. iit_bw_printer for black and white only

    b. iit_color_printer for color
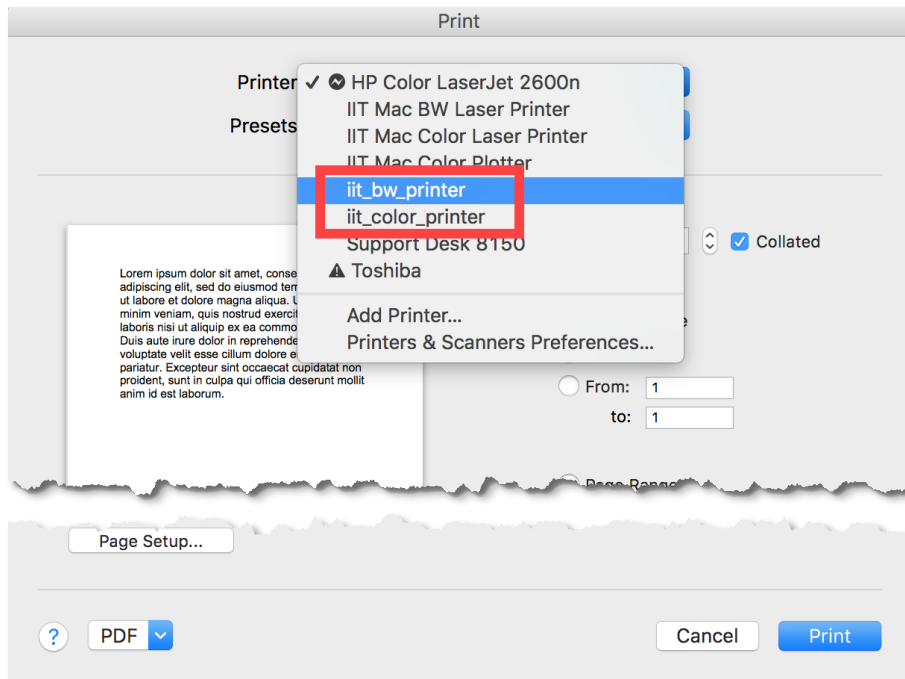
5. Click Print.

6. You will be prompted for your **Illinois Tech** credentials. Enter the same username and password that you use to log into the myIIT portal.

    Check "Remember this password in my keychain" so it doesn't prompt you for future print jobs.
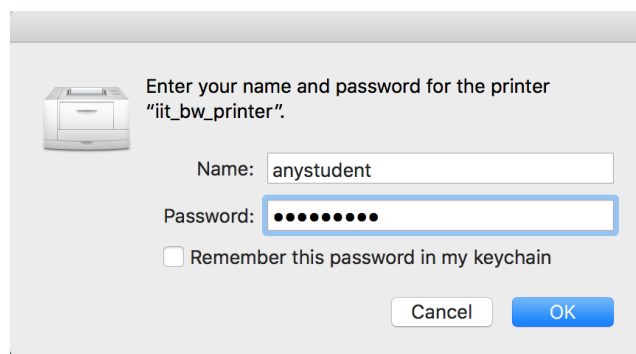
7. A printer icon will show up in the dock with the number of items printing. If you double-click the icon, it will indicate that it is in the process of connecting to the printer, verifying credentials, etc. The number will disappear once it is released to PaperCut.
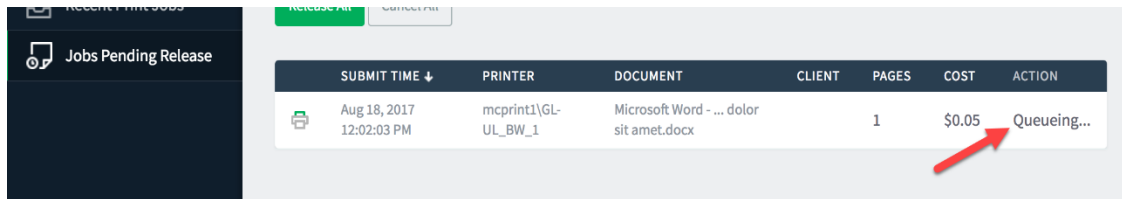

8. Log into https://print.iit.edu.

9. Go to the "Jobs Pending Release" tab.

10. It may take up to 30 seconds for the document to appear. After it 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 updates 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