Printing with PaperCut

Personal Windows Laptops, Desktops, and Tablets

[Setup]
[Printing]
[Remove Old PaperCut Drivers]

Setup

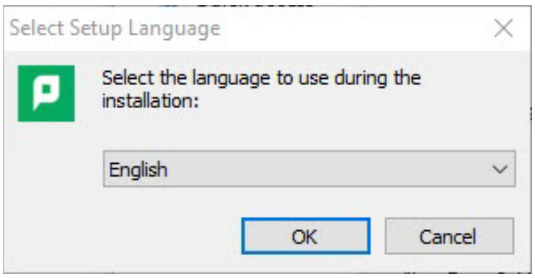
To perform the initial setup, you must be on an Illinois Tech campus and connected to IIT-Secure, eduroam, or a wired network connection. After you have added the printers you can be connected to any network.

1. Go to http://mcmobile1.iltech.iit.edu:9163/setup

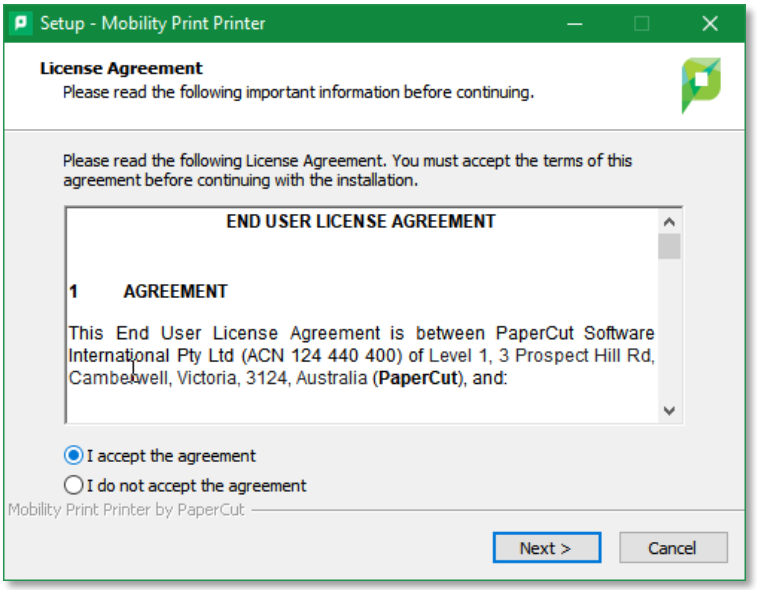
2. Click on green “Download” button to download the install package.

3. Run the install package.

4. Select your language.



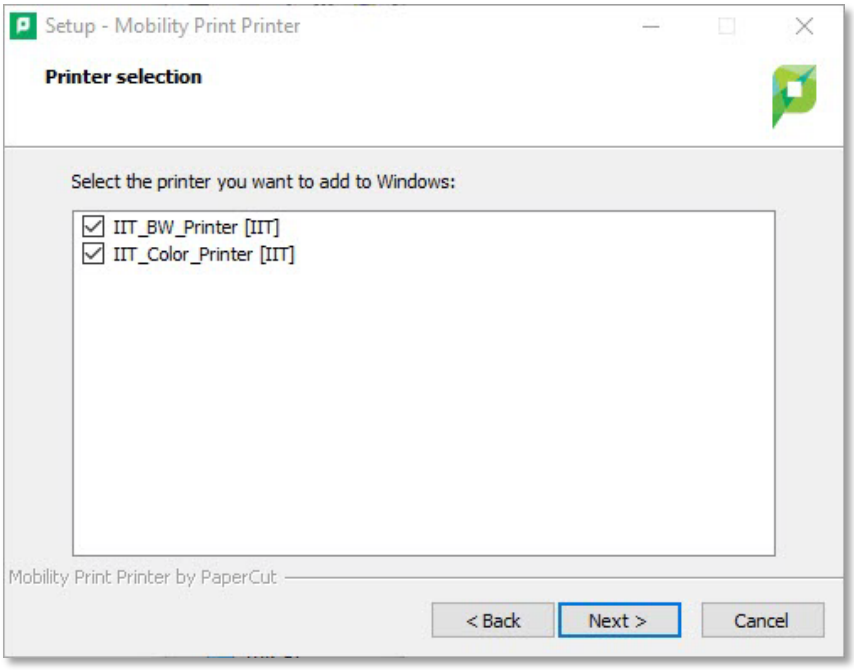
5. Read the License Agreement and click “I accept the agreement” if you accept the terms, and click the “Next >” button.



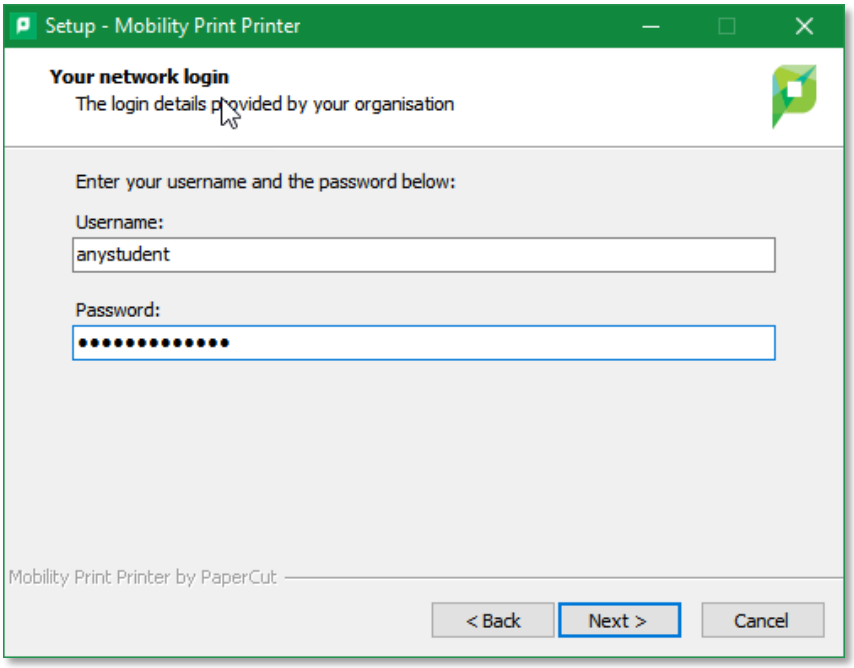
6. Check the boxes for both printer drivers to be installed.

   IIT_BW_Printer [IIT] for black and white printing only

   IIT_Color_Printer [IIT] for color print.

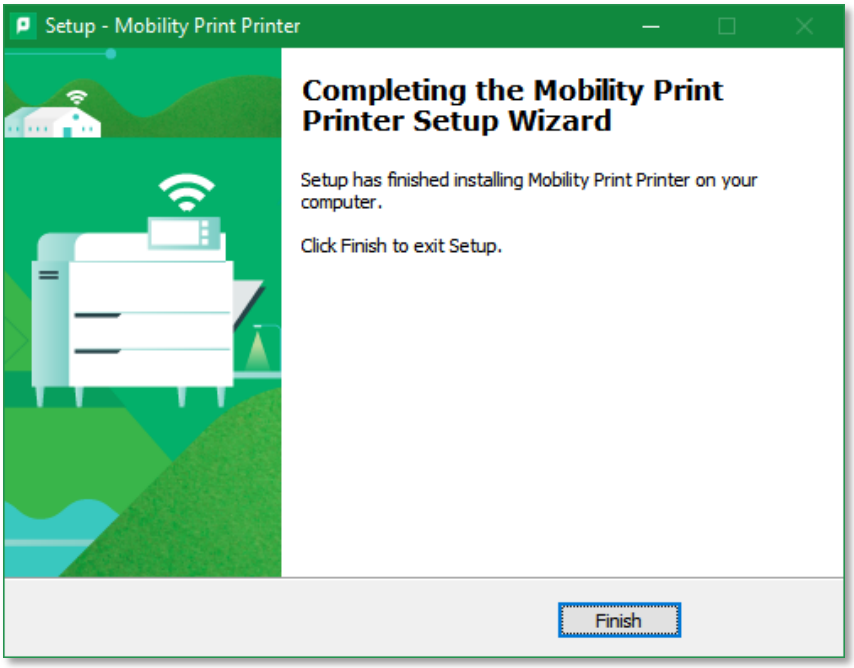


7. Enter your Illinois Tech credentials (same as your MyIIT log in credentials).



NOTE: The credentials put in will be the only ones that can print from the machine.

8. Click Finish.


Setup - Mobility Print Printer
Completing the Mobility Print Printer Setup Wizard
Setup has finished installing Mobility Print Printer on your computer.
Click Finish to exit Setup.
Finish

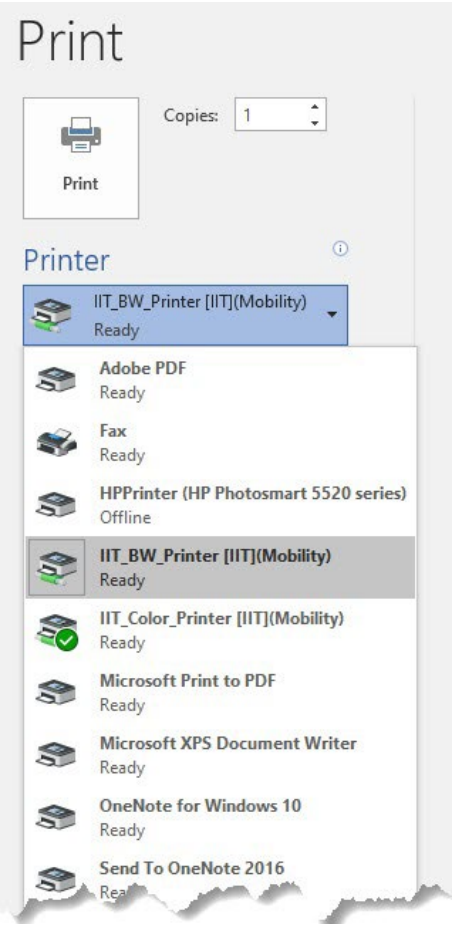
Printing

You can print from any network, on- or off-campus.

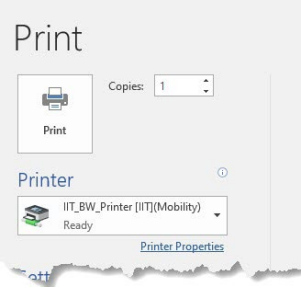
1. Open a document, PDF, web site, etc.

2. Press Ctrl + P.

3. Select the printer for your needs.
    a. IT_BW_Printer [IIT] (Mobility) for black and white only
    b. IIT_Color_Printer [IIT] (Mobility) for color

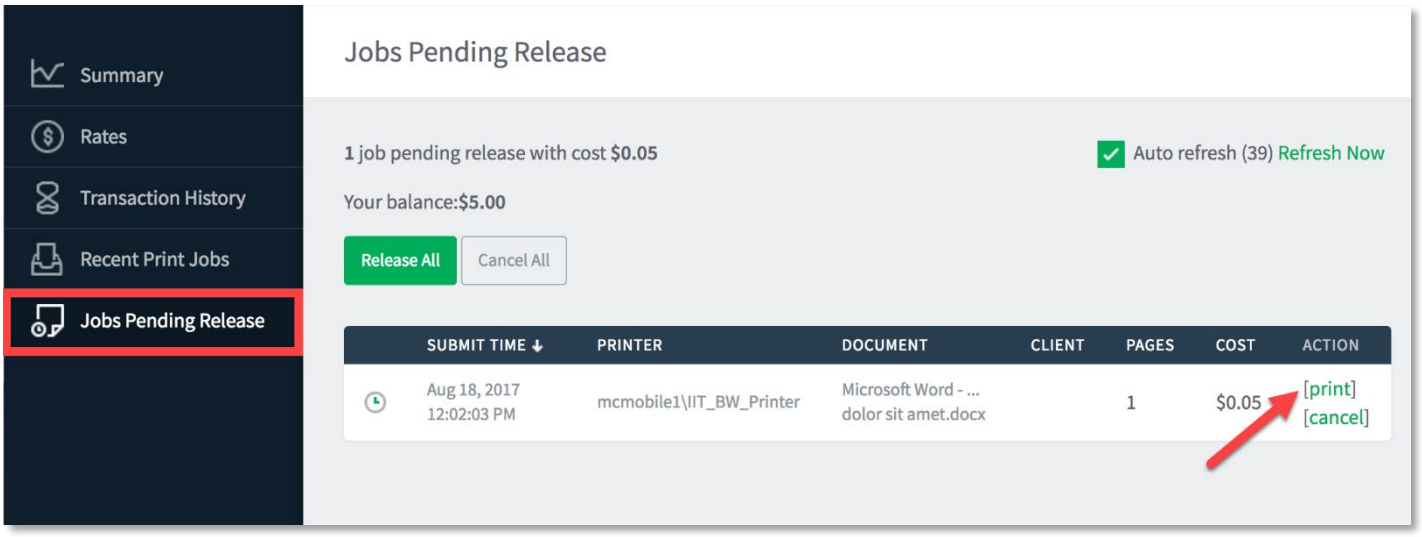


4. Click Print.



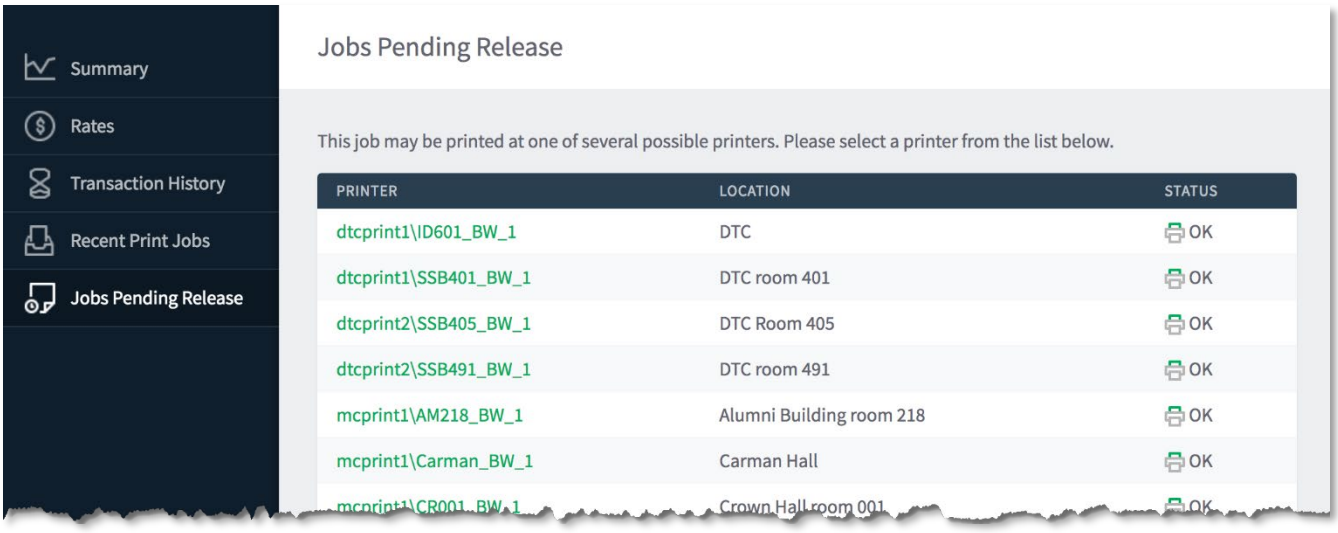
5. Log into https://print.iit.edu

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

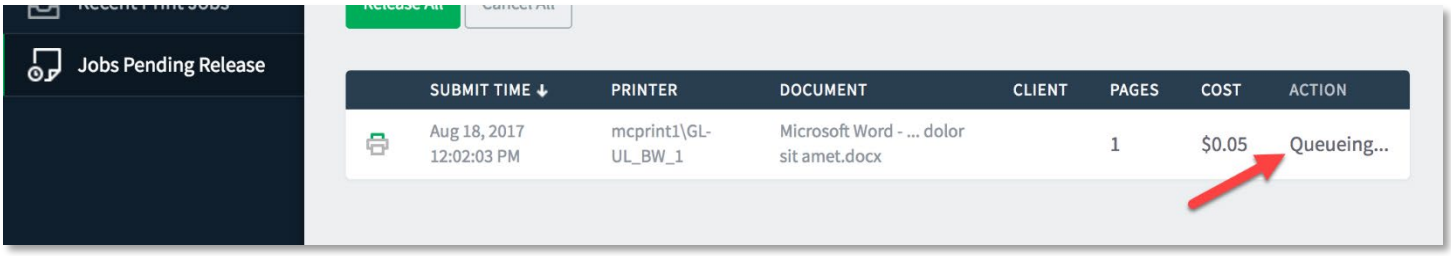


7. It may take up to 30 seconds for the document to appear. After it appears, click/tap print under the "ACTION" column.

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.



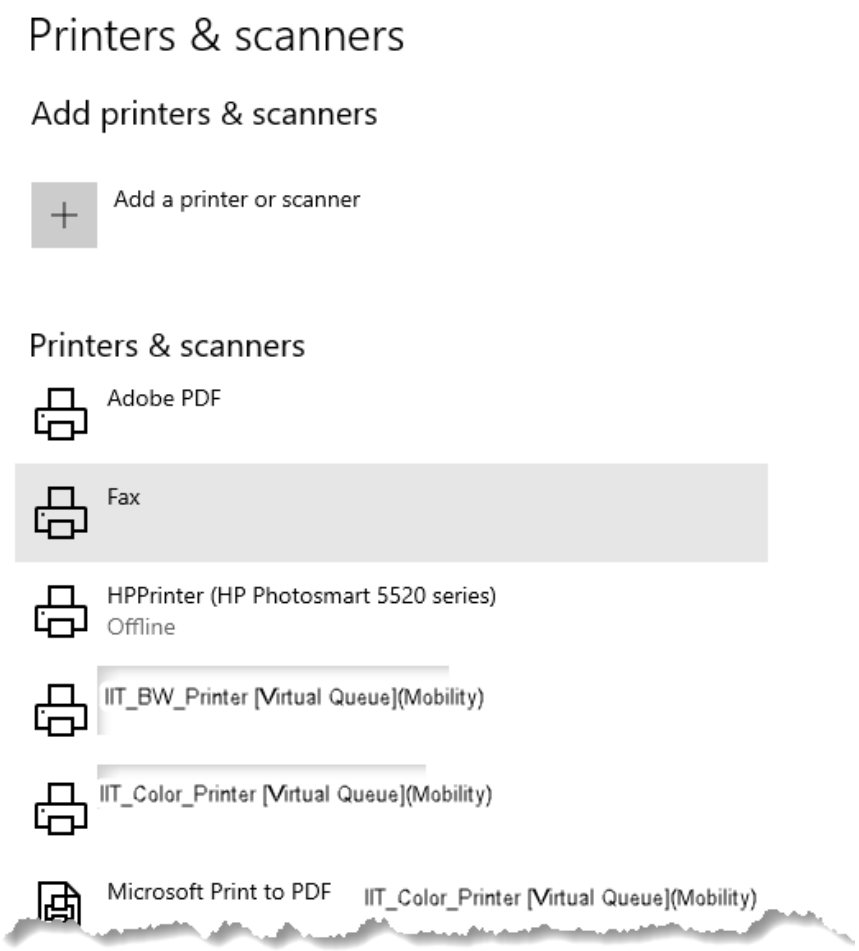
10. Go to the printer you selected and your print out will be waiting.

Remove Old PaperCut Drivers

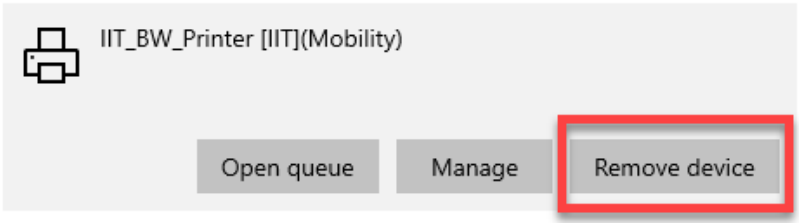
If you used PaperCut print mobility at Illinois Tech on your Windows Device prior to August 2020, you will need to uninstall the old printer drivers as they will still show up on your printers list when printing.

1. Click the Windows Start button.

2. Type **Print**.
3. Click **Printers & Scanners**.



4. Click **IIT_BW_Printer [Virtual Queue](Mobility)** and then the **Remove Device** button.



5. Click **Yes**.

6. Repeat steps 4 and 5 to remove **IIT_Color_Print [Virtual Queue](Mobility)**.

If you need assistance, please contact:
OTS Support Desk
Phone: 312-567-3375 (x7DESK)
Email: supportdesk@iit.edu
In-person: Galvin Library, Upper Level