

CARDINAL SELF-SERVICE PRINTER



Print Queue Names For This Printer:

SICTR-2114-BW-PICKUP
(BLACK & WHITE PRINTING)



SICTR-2114-COLOR-PICKUP
(COLOR PRINTING)



SICTR-2114-RESUME-PICKUP
(RESUME BLACK & WHITE)



WINDOWS OPERATING SYSTEM



Wifi: Connect to EduRoam

Username: USE FULL EMAIL ADDRESS

Password: NetID password

- 1 From the Desktop, type Edge in the search bar, open (must use the Microsoft Edge browser)
- 2 In the address bar go to print.iastate.edu/papercut It will automatically start downloading the Papercut Mobility file
- 3 Mobility Driver, click "yes"
- 4 English, click "ok"
- 5 Click the circle that says Accept, click "next"
- 6 Find our printers in the list (alphabetical)
See print queue names listed above.
- 7 Click on the box in front of each printer. Click on "next"
- 8 Log into Papercut
Username: Always use FULL EMAIL ADDRESS
Password: NetID password
- 9 Click on "next"
- 10 Click on "finish"
- 11 Go to the document that you would like to print and click on "file>print". Find the printer that you just installed (either black and white or color) and adjust the specifics for your printing needs. IE: Number of copies, single/double sided, size letter (8.5x11) or tabloid (11x17). Do not use A3, A4, etc.
- 12 Click "print"
- 13 To print your documents, login to the printer by using your email address and password on the touchscreen, or by tapping your ISU card on the tap icon on the front of the printer

MAC OPERATING SYSTEM



Wifi: Connect to EduRoam

Username: USE FULL EMAIL ADDRESS

Password: NetID password

- 1 Click on "System Preferences"
- 2 Click on "Printers and Scanners"



- 3 Click on the the + button
- 4 Find our printers in the list (alphabetical)
See print queue names listed above.
Click "Add" for each of the printers
- 5 Go to the document that you would like to print and click on "File>Print". Find the printer that you just installed (either black and white or color) and adjust the specifics for your printing needs. IE: Number of copies, single/double sided, size letter (8.5x11) or tabloid (11x17). Do not use A3, A4, etc.
- 6 Click "print"
- 7 Log into Papercut
Username: Always use FULL EMAIL ADDRESS
Password: NetID password
- 8 To print your documents, login to the printer by using your email address and password on the touchscreen, or by tapping your ISU card on the tap icon on the front of the printer



IPHONE/IPAD



Wifi: Connect to EduRoam

Username: USE FULL EMAIL ADDRESS

Password: NetID password

- 1 Go to the document that you would like to print and tap on the share icon
- 2 Tap on "print"
- 3 Tap on "printer"
Find our printers in the list (alphabetical)
See print queue names listed above.
- 4 Log into Papercut
Username: Always use FULL EMAIL ADDRESS
Password: NetID password
- 5 Adjust the specifics for your printing needs.
IE: Number of copies, single/double sided, size letter (8.5x11) or tabloid (11x17). Do not use A3, A4, etc.
- 6 Click "print"
- 7 Log into Papercut
Username: Always use FULL EMAIL ADDRESS
Password: NetID password
- 8 To print your documents, login to the printer by using your email address and password on the touchscreen, or by tapping your ISU card on the tap icon on the front of the printer

ANDROID DEVICE



Wifi: Connect to EduRoam

Username: USE FULL EMAIL ADDRESS

Password: NetID password

- 1 Go to Google Play Store
- 2 Search for Mobility Print App
- 3 Install the App
- 4 Open the App
- 5 Allow Mobility Print to send you notifications? **ALLOW**
If this is your first time launching the app, tap the box that says "Tap here and check the Mobility Print Service is on."
- 6 Slide the Mobility Print toggle to **ON**
- 7 Exit out of the Mobility Print App
- 8 Go to your file
- 9 Tap on the **More Options button (...)** upper right
- 10 Select **PRINT**
- 11 Find our printers in the list (alphabetical)
See print queue names listed above.
- 12 Adjust the specifics for your printing needs.
IE: Number of copies, single/double sided, size letter (8.5x11) or tabloid (11x17). Do not use A3, A4, etc.
- 13 Tap on the **Printer Icon**
- 14 If prompted, confirm that you wish to use Mobility Print. **OK**
- 15 A notification may appear that says "Your job needs authentication." **Tap the notification and enter your ISU credentials.**
Username: USE FULL EMAIL ADDRESS
Password: NetID password
- 16 To print your documents, login to the printer by using your email address and password on the touchscreen, or by tapping your ISU card on the tap icon on the front of the printer

STUDENT INNOVATION CENTER - QUICK PRINT

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IOWA STATE UNIVERSITY

Printing Services