

## Before You Begin

Before you can use the PaperCut service, make sure you have the following:

- WiFi connection to “**NCTC**” network
- Web browser
- **PaperCut Mobility Print Client** (to print from your mobile device or computer) is available for download from <http://trf-stuprint:9163/setup>

## Windows

1. Open a browser window, and then go to the [PaperCut Mobility Client installation setup page](http://trf-stuprint:9163/setup) (same link as above: <http://trf-stuprint:9163/setup>).
2. Make sure the correct operating system for your device is displayed at the top of the screen. If it isn't, click the icon for your operating system (icons for Windows, Apple, iOS, and Android operating systems are located at the bottom of the screen), and then click “**Download**”.
3. In the pop-up, click “**Yes**”.
4. In the “Select Setup Language” window, make sure “**English**” is selected and then click “**OK**”.
5. In the “License Agreement” window, click the option “**I accept the agreement**” and then click “**Next**”.
6. In the “Printer selection” window, make sure to select all your desired printers and then click “**Next**”.
7. In the next window, enter your StarID username and password, and then click “**Next**” to start the installation.
8. If the installation is successful, you should see a confirmation window. Click “**Finish**”.

## Mac

1. Navigate to **System Preferences > Printers and Scanners**.
2. Click the  icon under the Printers List.

The **Add** dialog is displayed. It displays a list of all of the discovered printers on the network.

3. Select a printer that uses the Bonjour protocol. The **Name**, **Location**, and **Use** is displayed.
4. At the bottom of the dialog box, check that **Use** is set to “**Secure AirPrint**”.
5. If **Secure AirPrint** isn't displayed:
  1. Close the **Add** dialog.
  2. Disconnect from the network, then reconnect to it again.
  3. Check if you can see Secure AirPrint now. If you can't, contact your System Administrator.
6. Click “**Add**”.
7. Print your document. When prompted, enter your StarID username and password.

## iOS

- 1) Open the document you wish to print.
- 2) Open the share settings and choose “**Print**”.
- 3) Choose “**select printer**” at the top of the screen.
- 4) Scroll through the list to find the desired printer and tap on it.
- 5) Press “**print**” and enter in StarID username and password when prompted.

## Android

**Note:** These steps may vary from device to device.

1. Open a browser window, and then go to the [PaperCut Print Mobility Client installation setup page](#).
2. Make sure the correct operating system for your device is displayed at the top of the screen. If it isn't, click the icon for your operating system (icons for Windows, Apple, iOS, and Android operating systems are located at the bottom of the screen), and then tap **"Install or update"**. Google Play opens showing the listing for the Mobility Print client app.
3. Tap **"Install"** and wait for the app to download and install.
4. If it doesn't open automatically, tap the button to open it
5. Once in the app it will most likely prompt you to **"tap here and check the Mobility Print Service is on"** please do so and make sure it is toggled **"on"**.

**Following steps are an example using Microsoft Word** (other apps may differ):

1. Tap the three dots in the top right, then choose **"print"** from the menu that pops up.
2. Tap the dropdown at the top of the screen and either choose one of the printers shown or tap on **"All printers..."** at the bottom of the list and find the printer you want.
3. Tap the down arrow to make any adjustments needed for double-sided printing.
4. Press the orange icon to print your document.
5. If prompted to sign in, enter you StarID username and password.