



# PCC PaperCut: Mobility Print

Mobility Print simplifies the printing process for Bring Your Own Devices (BYOD) and other end-user personal devices, such as smartphones, tablets, and laptops. End users can quickly discover and set up printers on their own, regardless of their device or the brand of printer.

**Important: Students must be on *PCCWiFi* wireless at a PCC campus to use Mobility Print.**

## Mobility Print Usage

PCC has set up unique printers for PaperCut Mobility Print used in the [Student Computing Centers \(SCC\)](#) within the four (4) PCC Libraries.

Students will need to download/install the **Mobility Print** app (authorizes the MyPCC user and installs the printers) based on device type and the campus they are at.

- [Windows](#)
- [Apple](#)
- [iOS](#)
- [Android](#)
- [Chromebook](#)

See **Setting up Mobility Print on a Device** for detailed instructions listed below.

Printing via Mobility Print has the same pricing structure as printing from a SCC student-use computer.

- Double-sided pages (B&W) - \$0.10
- Single-sided pages (B&W) - \$0.07
- Color pages (per side, where available) - \$0.25

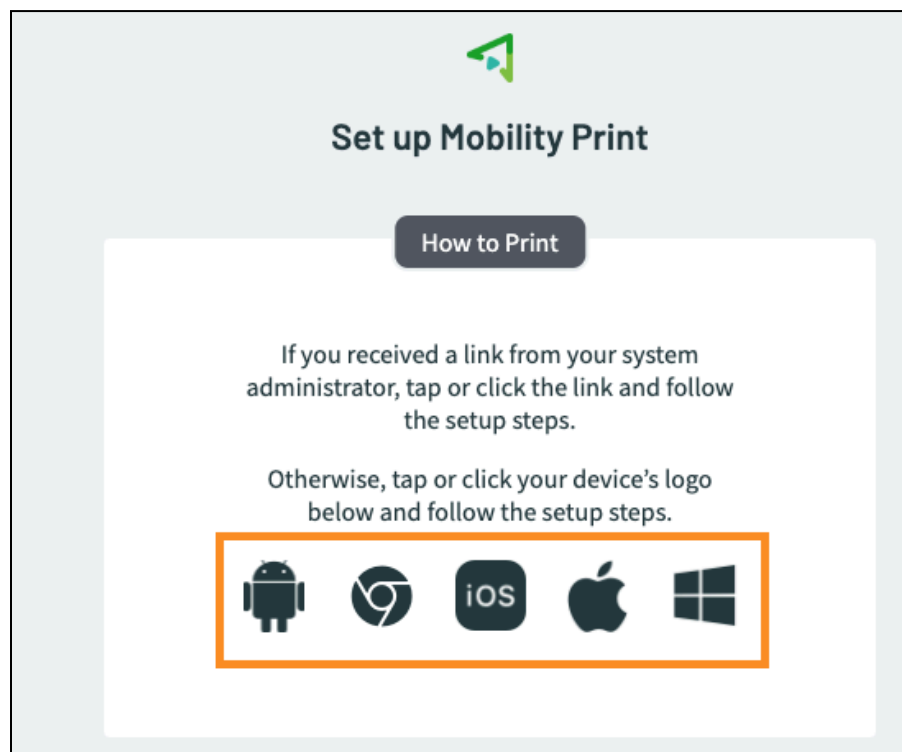
## Setting up Mobility Print on a Device



On the PaperCut Mobility Client installation setup page students will select which device type they want. Choices are Windows, Apple, Android, Chromebook, or iOS.

**Important:** Students must be on *PCCWiFi* wireless at a PCC campus to use Mobility Print.

When accessing the **PaperCut Mobility Client installation setup** page for the corresponding campus, make sure the correct operating system for your device is displayed at the top of the screen before attempting to install. If it isn't, click the icon for your operating system (icons for Windows, Apple, iOS, Android, and Chromebook operating systems are located at the bottom of the screen).




## Windows

1. Open a browser window, and then go to the PaperCut Mobility Client installation setup page.
  - [Cascade Library](#)
  - [Rock Creek Library](#)



- [Southeast Library](#)
- [Sylvania Library](#)


2. Select the  **Windows** icon and click **Download**.
3. In the “Select Setup Language” window, make sure **English** is selected (if preferred) and then click **OK**.
4. In the “License Agreement” window, click the option **I accept the agreement** and then click **Next**.
5. In the “Printer selection” window, select what printers you want to use, are selected and then click **Next**.
6. In the next window, enter your MyPCC credentials, and then click **Next** to start the installation.
7. If the installation is successful, you should see a confirmation window. Click **Finish**.
8. Perform Printing, use MyPCC credentials when prompted.
9. See **PCC Release Stations** to complete printing.
  - Printing via Mobility Print requires the student to release the pending job via PCC [PaperCut Web UI](#) or using a **PCC Release Station** like other SCC student-use computers.

## Mac

1. Open a browser window, and then go to the PaperCut Print Mobility Client installation setup page.
  - [Cascade - Student Computing Center / Library](#)
  - [Rock Creek - Student Computing Center / Library](#)



- [Southeast - Student Computing Center / Library](#)
- [Sylvania - Student Computing Center / Library](#)

2. Select the  **Apple** icon and click **Download**.
3. In the pop-up window, select **Save File** and then click **OK**. The installer file will be downloaded to your Downloads folder.
4. Open a Mac Finder window, locate the installer file (the file name [.dmg extension] should start with “pc-mobility-print-printer-setup”, with a number string following it), and then double-click on that file.
5. In the small Finder window that opens, double-click on the **PaperCut Mobility Print Client** icon.
6. In the client install welcome window, click **Continue**.
7. In the “Software License Agreement” window, click **Continue**.
8. In the next window, click **Agree**.
9. In the next window, click **Install**.
10. In the next window, click **Use Password**.
11. In the next window, enter your Mac computer password, and then click **Install Software** to start the installation process.
12. In the installation confirmation window, click **Close**.
13. If prompted, click **Move to Trash** to delete the installer file.
14. Perform Printing, use MyPCC credentials when prompted. *Note: **Hold for Authorization**: If the user enters the wrong credentials when printing from macOS to Mobility*




*Print. Ask them to click the refresh button and enter the correct credentials.*

15. See **PCC Release Stations** to complete printing.

- Printing via Mobility Print requires the student to release the pending job via PCC [PaperCut Web UI](#) or using a **PCC Release Station** like other SCC student-use computers.

## iOS

1. Open a browser window (you must use Safari), and then go to the PaperCut Print Mobility Client installation setup page.
  - [Cascade - Student Computing Center / Library](#)
  - [Rock Creek - Student Computing Center / Library](#)
  - [Southeast - Student Computing Center / Library](#)
  - [Sylvania - Student Computing Center / Library](#)
2. Select the  **iOS** icon and click **Download**
3. In the pop-up stating that this site is trying to download a configuration profile, tap **Allow**. You should see the “Profile Downloaded” confirmation message.
4. Tap **Close**.
5. Tap the **Settings** icon to open your settings.
6. In Settings, tap **Profile Downloaded**.
7. Tap **Install** in the next window displaying “PaperCut Mobility Print for iOS”.
8. Enter your device’s passcode, and then tap **Install** at the prompt.
9. Tap **Done**.



10. Perform Printing, use MyPCC credentials when prompted.

11. See **PCC Release Stations** to complete printing.

- Printing via Mobility Print requires the student to release the pending job via PCC [PaperCut Web UI](#) or using a **PCC Release Station** like other SCC student-use computers.

## Android

**Note:** These steps were performed using a Samsung Galaxy S9 with Android 10. You may want to refer to your device's settings to verify whether these steps are correct for your device.

1. Open a browser window, and then go to the PaperCut Print Mobility Client installation setup page.
  - [Cascade - Student Computing Center / Library](#)
  - [Rock Creek - Student Computing Center / Library](#)
  - [Southeast - Student Computing Center / Library](#)
  - [Sylvania - Student Computing Center / Library](#)



2. Select the **Android** icon and tap **Install or Update button**, and then tap **Sign in** from the pop-up window.
3. In the next screen, enter your MyPCC credentials.
4. In the pop-up window, tap **Install**.
5. In the next pop-up window, tap **OK**. You should return to Google Play with "Installed" displayed on the screen.
6. Perform Printing, use MyPCC credentials when prompted.



7. See **PCC Release Stations** to complete printing.
  - Printing via Mobility Print requires the student to release the pending job via PCC [PaperCut Web UI](#) or using a **PCC Release Station** like other SCC student-use computers.

## Chromebook




Cloud Print has been set up for all four (4) PCC campuses, and will be used for Chromebooks only printing to Library SCC printers. To get set up, on a Chromebook click a campus link below based on where you want to print to, and then follow the instructions.

[Cascade Library](#)

[Rock Creek Library](#)

[Southeast Library](#)

[Sylvania Library](#)

1. Once you download the PaperCut Chrome Extension from the link above (based on the PCC campus), proceed with the next steps.
2. Activate the PaperCut Extension by logging in with your MyPCC credentials.
3. Once you have signed in, Press **Ctrl + P** to print from the Chromebook.
4. On printer drop-down, select **See More**, then select a printer (B&W or Color) that has the PaperCut icon  next to it.
5. Then press Print.
6. See **PCC Release Stations** within the SCC to complete printing.
  - Printing via Mobility Print requires the student to release the pending job via PCC [PaperCut Web UI](#) or using a **PCC Release Station**.