

PRINT FROM YOUR PERSONAL DEVICE

1. Go to <https://papercut-mp.its.iastate.edu>
2. For Windows devices, click the link to download Mobility Print installer
 - a. For iOS, Android, or other platforms, please follow the instruction on the page
3. Run Mobility Print installer and click I accept the agreement
4. Select "DOR-PrintRelease-Virtual" in the Printer Selection
5. Enter your ISU NetID and password
6. Click "Finish"
7. Open your file to print
8. Select "DOR-PrintRelease-Virtual" as the printer if not selected by default
9. Click "Print"
10. Go to the physical printer and log in with your NetID and password
 - a. If the printer does not have a sign-in window, see "Job Release on Papercut" below
11. Select Print Release and print your file

PRINT FROM AN LG THINCLIENT LAB

1. Login to "All Students"
2. Select "DOR-PrintRelease-Virtual" as the printer if not selected by default
3. Click "Print"
4. Go to the physical printer and log in with your NetID and password
 - a. If the printer does not have a sign-in window, see "Job Release on Papercut" below
5. Select Print Release and print your file

PRINT A PDF FROM USB DRIVE

1. Save the PDF file to your USB drive (format: FAT32)
2. Go to the physical printer and log in with your NetID and password
3. On the left side of the screen panel, plug in your USB
4. Select Print Release and print your file

JOB RELEASE ON PAPER CUT

1. Go to <https://papercut.its.iastate.edu>
2. Log in with your ISU NetID and password
3. Navigate to "Jobs Pending Release" and select [print] on your job
4. Click the Printer you want to print from