

Print Station User Document

We have implemented a bring your own device print station on campus. This will allow you to print from your personal device to a set of printers on campus. This station works with Windows, Mac, and Chromebooks. This document will walk you through how to setup and print with each operating system. You must be on campus and have an active KishID to utilize these print stations. You must be logged into KishID wifi for this to work.

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Windows

Here is a quick video run through: <u>https://youtu.be/j0LHSuG-Ewo</u>

On a windows pc you will start by going to <u>http://kcsvpr01.kish.edu:9163/setup</u> and from there you will click on the Click this link link to download the Mobility Print program.



After the download it will ask if you want to run or save, click Run and begin installing the program.

password.				
What do you want to do with pc-mobility-print-printer- setup-1.0.250.exe (2.3 MB)? From: cdn.papercut.com	Run	Save /	Cancel	×

This will open the installation dialogue box. Accept the user agreement and hit next.

<pre>NS) > Set u</pre>	p printing on a Windows device (mDNS/	
	Setup - Mobility Print Printer - X	
orint	License Agreement Please read the following important information before continuing.	
Mobility F	Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
	1 AGREEMENT	
Ľ	This End User License Agreement is between PaperCut Software International Pty Ltd (ACN 124 440 400) of Level 1, 3 Prospect Hill Rd, Camberwell, Victoria, 3124, Australia (PaperCut), and:	
	(a) if there has been no shorte for the lisence (on Evaluation	
	• I accept the agreement	
M	O I do not accept the agreement Idelility Print Printer by PaperCut	
nload and	Next > Cancel	

> select the printers you want to use, and to enter your PaperCut username and Choose the print station you want to print to.

Setup - Mobility Print Printer	_		\times
Printer selection			þ
Select the printer you want to add to Windows:			
KCPREMC2160H01 [C2160] KCPREMC2160H03 [C2160] KCPREMC2162H01 [KCSVPR01] KCPREMC2170H01 [C2170]			
KCPRINTSTATION01 [A1345 EAST]			
Mobility Print Printer by PaperCuit			
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You will then log in with your KishID username and password.

Setup - Mobility Print Printer	—		×
Your network login The login details provided by your organisation			p
Enter your username and the password below:			
Username:			_
<u> </u>			
Password:			_
Mobility Print Printer by PaperCut			
< Back Ne	xt >	Car	ncel

After that it will install the printer on your windows pc. You will then print as you normally and choose the print station you installed earlier.

Set up printing on a Windows device (mDNS/ DNS) - Print		
Printer		
KCPRINTSTATION01 [A1345 EAST](Mobility)	\leftarrow 1 / 3 \rightarrow \square	
Let the app change my printing preferences		
On In Inc.	Help Center	
	Setting up a device (mDNSONS) > Set DNS)	
Orientation	Set up	
Portrait	printing on a	
	Windows	
Copies	device	
1 - +	PaperCut's Mobility F	
Pages		
All pages The whole document		
Scale		
Shrink to fit	Click this link to download and run the Machills. Data transline	
Margins	You'll be prompted to	
	select the printers you want to use, and to enter your PaperCut	
Print Cancel		

After you print you will need to go to the print station and either scan the QR code on the printer or go to the link posted on the printer itself.

This will take you to a page requiring you to log in with your KishID. After logging in it will take you to the print release queue of that printer. From here choose the job you printer and click release.



After releasing the job the printer will print the document you sent to it.

Mac OSX

Here is a quick video run through: <u>https://youtu.be/Jw_uEQ9vgNw</u>

On OSX go to the apple menu in the upper left and click System Preferences.



In System Preferences click on Printers & Scanners.



Inside the Printers and Scanners dialogue box click on the plus button to add a new printer.

00	Printers & Scanners
Show All	Q
+ -	No printers are available. Click Add (+) to set up a printer.
	Default printer: Last Printer Used \$
	Default paper size: US Letter + ?

Inside the Add printer dialogue box find the print station you are trying to print to and hit add.

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- Calif					Show All
00	Maria	Add			
		0			
		Q	Count		
Default Fax	IP WINDOWS		Search		
Name			A Kind		
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MX-5141N (450	4699300)		Bonjour		
MX-M314N (350	01560100)		Bonjour		
MX-M314N (350	02173400)		Bonjour		
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MX-M365N (550	00545200)		Bonjour		
MX-M365N (550	0609200)		Bonjour		
Name: k	cprintstation01				
Location:	1345 EAST				
Use:	Secure AirPrint			÷	
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	Screen Shot 2020-08-14 at 3.45.35 PM	R _M
0 0 0 Default Fax	Printer: kcprintstation01 + Copies: 1 + Two-Sided Pages: All +	row All
Name KCPREMF10 KCPrintstatic MX-5141N (MX-M314N MX-M314N MX-M365N MX-M365N		
Name: Location: Use:	ALBAS CAST	
	I of 1 PDF T Show Details Cancel Print	

Print the document as you normally would.

When you print it will ask you for your KishID username and password.

_					
	Enter your user name and password.				
	Name:				
	Password:				
	Remember this password in my keychain				
	Cancel OK				

After you print you will need to go to the print station and either scan the QR code on the printer or go to the link posted on the printer itself.

This will take you to a page requiring you to log in with your KishID. After logging in it will take you to the print release queue of that printer. From here choose the job you printer and click release.



After releasing the document the document will print.

ChromeOS

Here is a quick video run through: <u>https://youtu.be/qf1Mqyg49DY</u>

On a Chromebook go to this link: <u>http://kcsvpr01.kish.edu:9163/setup</u> From there click on the <u>Mobility Print Chrome app</u> link.



Print you document as you normally would and in the printer selection dialogue box clock the drop down menu for destination and select the print station you want to print to from the list. (Make sure it has the Mobility Print designation.)



Click Print as you normally would.

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