

# Printing & Copying from a Personal Device with Papercut

Updated on Friday, January 27, 2023

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## What is PaperCut?

PaperCut is a suite of software installed on our campus copiers that allow any copier to be used as a release station, among other features. For your convenience, we have placed these copiers in the lobby of each dorm, as well as common areas such as the library. Below are instructions to help get you started.

If you have any questions, please contact our Help Desk at x4357, or by email at [helpdesk@ferrum.edu](mailto:helpdesk@ferrum.edu) to submit a Help Request.

## Printing to PaperCut Copiers via MobilityPrint in Windows

1. Connect to Ferrum College's Network.
2. Download and run the **PC-MobilityPrint** installer. You can get the latest version of the installed directly from PaperCut by downloading from the following link:
  - a. <https://www.papercut.com/help/manuals/mobility-print/setting-up-a-device-mdns-dns/>
3. Choose the version that you need (Windows, Mac, etc.) and **watch the instructional video** that PaperCut provides on the page that follows.
4. Click the link for the provided installer and use the following steps to assist with your installation.
  - a. Once downloaded, double-click the application to begin installing. Click through any security prompts to allow it.
  - b. Click **OK** to choose your language.
  - c. Accept the agreement and click **Next**.
  - d. Select the check box next to the **PaperCut** printer and click **Next**.
  - e. When prompted, enter your alternate login ID. Note that the alternate login ID has changed. Please note the following formats:
    - i. Students (Prior to Fall 2022): ferrum.edu\01234567
    - ii. Students (Fall 2022 and later): ferrum.edu\s01234567
    - iii. Staff (Prior to Fall 2022): ferrum.edu\nfs01234
    - iv. Staff (Fall 2022 and later): ferrum.edu\e01234567
  - f. Then type your password.
    - i. (This is the same password that you use to log into our campus WiFi.)
  - g. Click **Next** and **Finish** to complete the installation.
  - h. You should now have a printer called PaperCut available for printing. Your print job may be released on any campus copier, whether it is in your dorm hall or in the Library.

### Printing to PaperCut Copiers from a Mac

1. Connect to Ferrum College's Network.
2. Open **System Preferences**.
3. Click **Printers & Scanners**.
4. Click the **+** symbol to add a printer.
5. From the list of printers that appears, choose **papercut**.
6. Click **Add**.
7. You should now have a printer called PaperCut available for printing. Your print job may be released on any campus copier, whether it is in your dorm room or in the Library.
8. The first time you print, you will be prompted to enter in your username and password. These will be the same username and password that you would use to log into our campus WiFi.
  - a. When prompted, enter your alternate login ID. Note that the alternate login ID has changed. Please note the following formats:
    - i. Students (Prior to Fall 2022): ferrum.edu\01234567
    - ii. Students (Fall 2022 and later): ferrum.edu\s01234567
    - iii. Staff (Prior to Fall 2022): ferrum.edu\dfs01234
    - iv. Staff (Fall 2022 and later): ferrum.edu\e01234567
9. Then type your password.
  - a. (This is the same password that you use to log into our campus WiFi.)

### Printing to PaperCut from a Phone or Tablet

- **For Android devices**, please download the free **MobilityPrint** app from your phone's app store. Upon installing, you will have the option to select PaperCut as an available printer as long as you are on Ferrum College's network.
- **For iOS devices**, you may simply select PaperCut in the same fashion as you would print to any AirPrint enabled printer. It will appear in your list of available printers as long as you are on Ferrum College's network.