ILLINOIS VALLEY COMMUNITY COLLEGE
Student Technology
Printing from Your Own Device

1. On your device, go to: **https://papercut.ivcc.edu:9192/**
    You may need to allow the connection by selecting Advanced and Add Exception.

2. **Log in to PaperCutMF**
    - Use your IVCC computer network login (same as Eagle Mail and Brightspace):
        o Username: K-number
        o Password: Your IVCC computer network password
    - If you have never logged onto an IVCC computer, you will need to do this first to establish an IVCC computer network password.
    - If you have forgotten your IVCC computer network password, see the Student Help Desk.

3. Select **Web Print** in the left menu.
4. Select **Submit a Job**
5. Select a printer, then select **Print Options and Account Selection**

Printer	Location
print01\A201	ASC – Academic Support Center
Print01\A201-Color-Students	ASC - Academic Support Center
print01\C229	C229 – Library Main Collection
print01\Cybercafé	Cybercafé – Eagles Point Café
print01\OC Lobby	Ottawa Campus

6. Choose the number of copies needed, then select **Upload Documents**
7. Upload your file from your device or drag your file to the box, then select **Upload & Complete**
    - File types allowed:

Application / File Type	File Extensions
Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf, txt
PDF and XPS	pdf, xps
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

8. When "Held in a queue" appears in the Status column, you can go to the print release station that you selected, log in using the same login as in #2, insert your cash, and select **Print** next to your print job.

    Note: You have 30 minutes to print your file. After 30 minutes, it will be automatically deleted.