

Self-Serve Printers: Direct Print (Windows or Mac Users)

If you prefer to open your file and then click Print, then this is the option for you. These instructions and screenshots are for those using a Windows or Mac operating system.

Quick Overview:

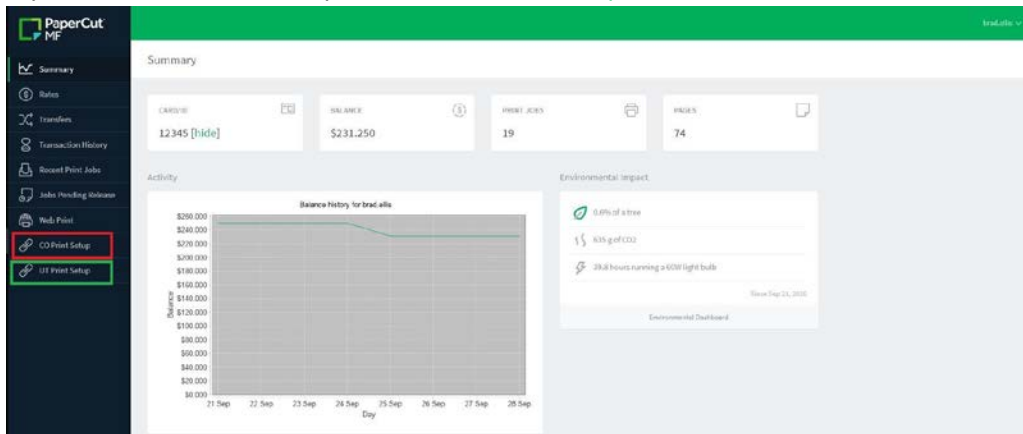
Download Printer Driver → Open File → Click Print → Login to Self-Serve printer to release the job

**Must be on campus*

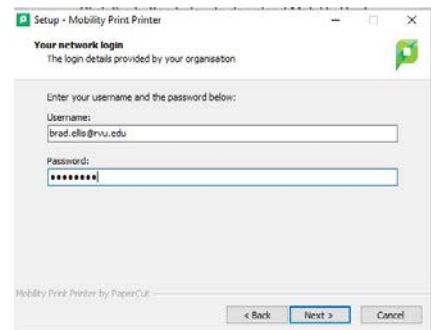
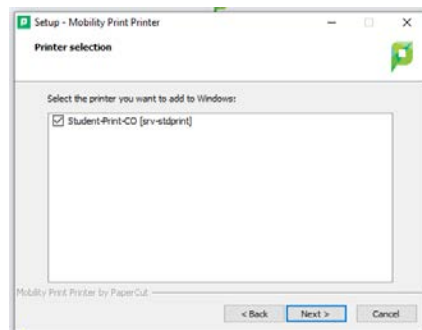
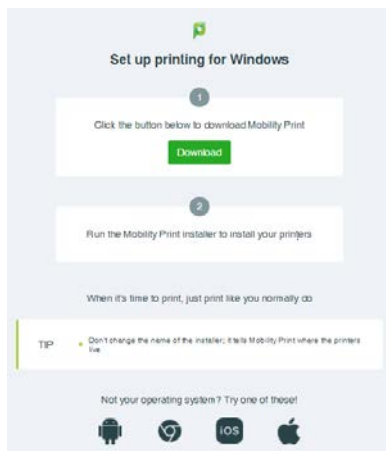
***Files remain in the queue for 4 hours*

Detailed Instructions

1. While connected to RVU's wifi network, log into <https://papercut.rvu.edu/user>.
(User name = email address; Password = 365 password)
2. If you are on the Colorado campus, click **"CO Print Setup"**.
If you are on the Utah campus, click **"UT Print Setup"**.

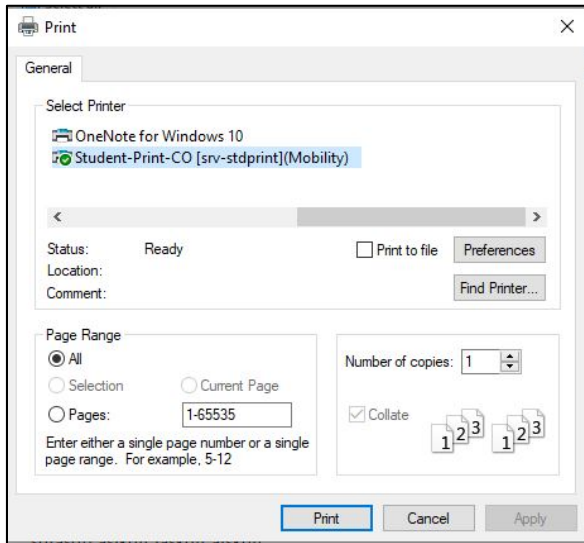


3. A new tab will open (shown below). Click "Download" and then run the printer installer. The system will automatically detect which operating system you are on. Do NOT rename the installer file. During the installation, you may be asked to select a printer and enter your login information. The login information is the same login you used for the Papercut website (email address; 365 password).
***Note: Mac users you will most likely not need to choose a printer or retype your username and password during the installation process; however, when you print to the printer you will be prompted to enter your user name and password. The user name is your email address and the password is your 365 password.**

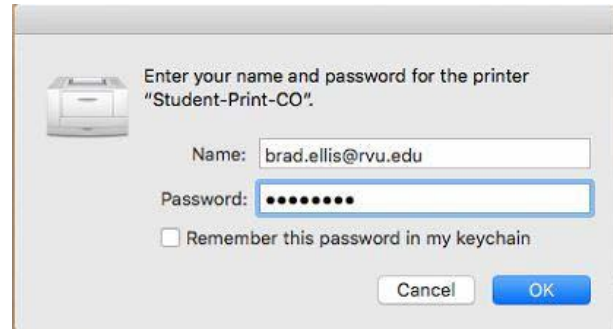
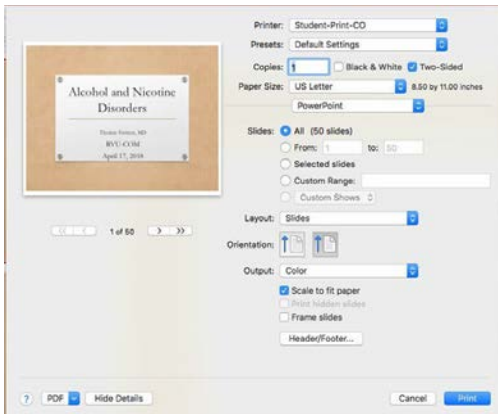


- Once the printer installation has completed, you can start sending your files to be printed. To do this, open a file to print. On the print dialog screen, you will see your newly installed printer based on the location you chose. Choose that printer and then select, "Print".

Windows Example



Mac Example (Enter email address and 365 password when prompted.)

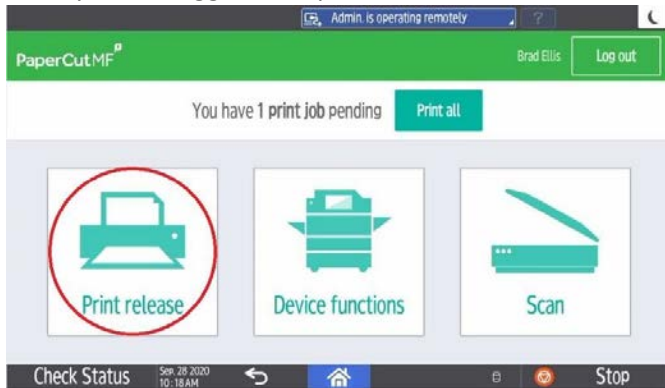


NOTE: It has been found that with mac computers, you might need to click on the printer queue and click "RESUME" after entering your username and password.

- To release your prints, log into any self-serve printer with your student id number. (If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.)

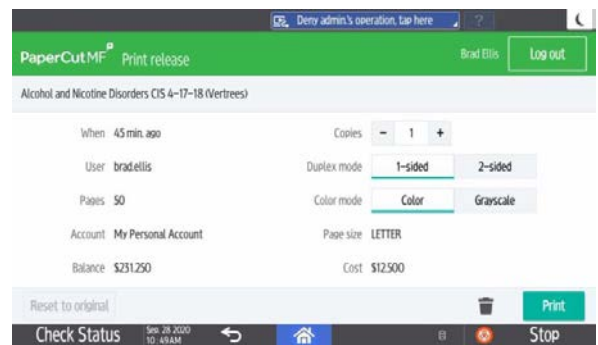
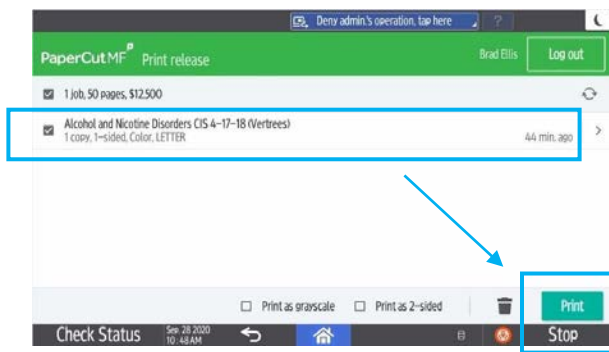


6. Once you are logged in, tap “Print release”.



7. Select your print job(s) and click “Print”.

Note: If you would like to edit your print settings, you can click “Print as grayscale” or “Print as 2-sided” at the bottom of the screen and the print details and pricing will be updated. Additionally, you can tap the right-facing arrow next to the print job to see more details including your account balance.



8. Take your prints and select “Log out”. If you forget to log out, the printer will timeout after 60 seconds.