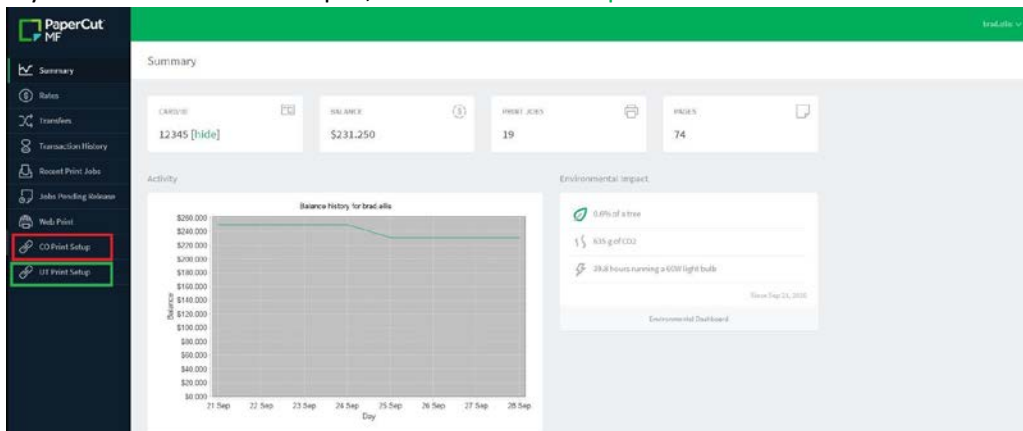


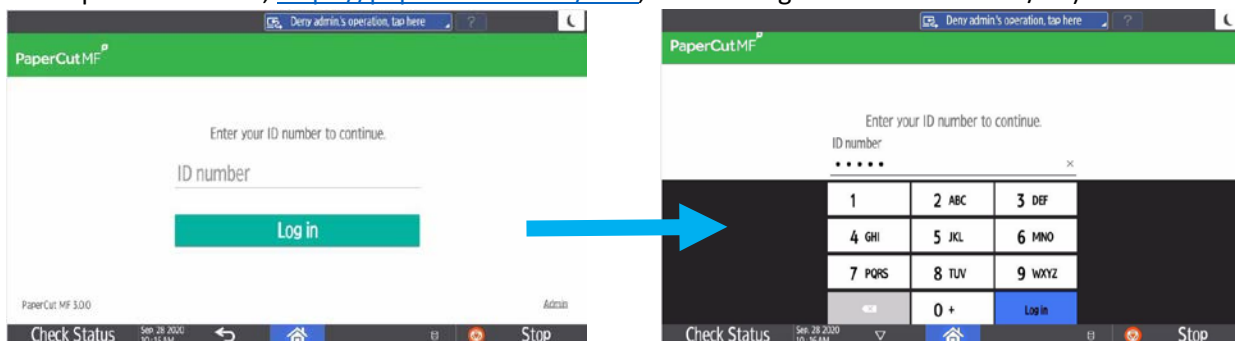
Self-Serve Printers: Print from your Phone or Tablet

You can send prints to the self-serve printers with your phone or tablet. To do this, follow these instructions:

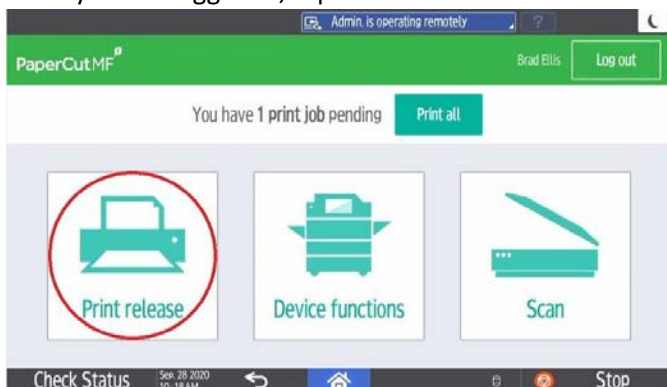
1. While connected to RVU's wifi network, log into <https://papercut.rvu.edu/user>. (User name = email address; Password = 365 password)
2. If you are on the Colorado campus, click "CO Print Setup". If you are on the Utah campus, click "UT Print Setup".



3. Follow the prompts to download the printer driver and then begin sending your prints to the printer.
4. Once your prints have been sent to the printer, 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.)

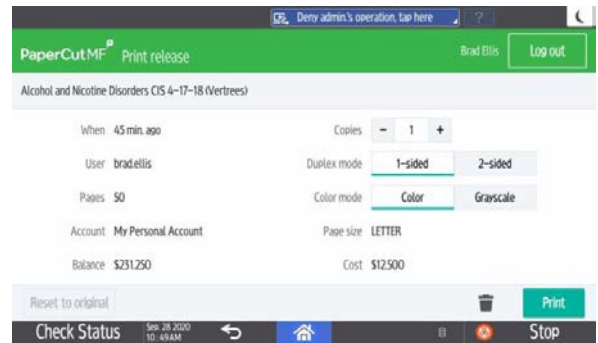
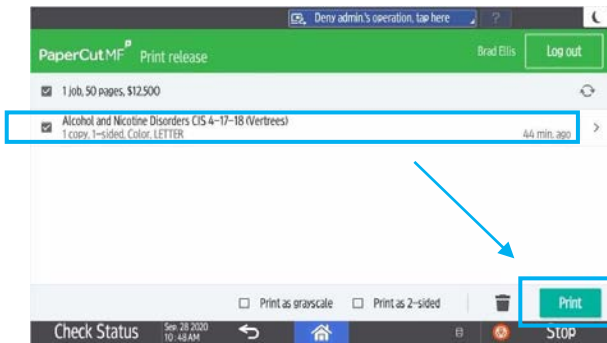


5. Once you are logged in, tap "Print release".



6. 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.



7. Take your prints and select "Logout". If you forget to logout, the printer will timeout after 60 seconds.