

# ILLINOIS VALLEY COMMUNITY COLLEGE

## Student Learning Technologies

# Print from Your Own Device

1. On your device, go to: <https://papercut.ivcc.edu>:
2. **Log in to PaperCutMF**
  - Use your IVCC computer network login (same as Eagle Mail and Brightspace):
    - Username: K#
    - Password: Your current Eagle password
  - If you cannot log in to PaperCut, then your current Eagle password has probably expired. You can attempt to log in to a campus computer to reset or you can visit
  - If you have forgotten your current Eagle password, then visit [www.ivcc.edu/password](http://www.ivcc.edu/password) to reset.
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, xlsx, xltm, xlsx
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 green under Status, **do one of the following:**
  - Sign in at the Print Release Station and select Print for your print job (You have 30 minutes to print your job before the file is deleted).
  - Click **"Held in a queue"** and choose **"print"**