

## Personal Computer and Mobile Printing

IT Services now offers students, faculty, and staff the ability to print from personal laptops and Apple iOS devices on the Fort Wayne campus without having access to a computer lab or office. Publicly available copiers/printers at select locations are available for this service in order to accommodate both staff and students at Indiana Tech. All printed documents will be held on the printer until released by either swiping your Indiana Tech ID card or typing in your username and password. In addition, please note that student print quotas will continue to be enforced and monitored with this new service.

In order to print from your personal device, please follow the applicable device type named in the following sections.

## Printing from a laptop

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### Please note the following when using web-based printing:

- Print quota will be decreased per the listed rates at <http://printing.indianatech.edu> (students only)
- Duplex printing is not available when using web-based printing. All documents will be printed one-sided.
- There is no option to print a partial document. All pages of your document will be printed  The following document types are supported for web-based printing

Application/File Type	File Extension(s)
Microsoft Excel	.xls, .xlsx, .xlam, .xlsb, .xlsm, .xltm, .xltx
Microsoft PowerPoint	.ppt, .pptx, .pot, .potm, .potx, .ppam, .pps, .ppsm, .ppsx, .pptm
Microsoft Word	.doc, .docx, .docm, .dot, .dotm, .dotx
Microsoft XPS	.xps
Adobe PDF	.pdf

### To print a file from your personal computer:

1. In the address bar of your web browser, type in <http://printing.indianatech.edu> and press <ENTER>

Log into the webpage with your Indiana Tech username and password



3. The following options are available on the left side of the screen
  - a. **Summary** - Shows your campus PaperCut printing balance, Campus Cash balance (Heartland), and print activity summary
  - b. **Rates** - The cost per page to print to available printers
  - c. **Transaction History** - A log of all printing activity for both web-based and classroom-based printing
  - d. **Recent Print Jobs** - A customizable report of printing activity for both web-based and classroom-based printing
  - e. **Jobs Pending Release** – A list of printing jobs that have been sent to a printer but not released for pickup yet.
  - f. **Web Print** - A link to print documents from your personal device
  - g. **Printing Policy** – A link to Indiana Tech’s Printing Policy
  - h. **Campus Cash** – A link to access Indiana Tech’s campus card application to view Campus Cash balances, add cash to the Campus Cash balance, and view assigned meal plans.
  - i. **Log Out** - Logs you out of the PaperCut printing Web Interface

4. Click the **Web Print link** on the left menu
5. Click **Submit a Job >>**
6. Click the radio button next to the desired printer and click the **2.Print Options...** button

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> ftw-fp01Acad_Faculty1st_Floor	Fort Wayne Academic Center Faculty Copier 1st floor
<input type="radio"/> ftw-fp01Acad_Faculty2nd_Floor	Fort Wayne Academic Center Faculty Copier 2nd floor
<input type="radio"/> ftw-fp01LAW Library 1st Flr	Fort Wayne Law Library 1st Floor
<input type="radio"/> ftw-fp01LAW Library 2nd Flr	Fort Wayne Law Library 2nd Floor
<input type="radio"/> ftw-fp01LAW Library 3rd Flr	Fort Wayne Law Library 3rd Floor
<input type="radio"/> mainAD-McMillen Library Copier	Fort Wayne McMillen Library 2nd Floor
<input type="radio"/> mainZEC-Admin Office -109	Fort Wayne Zollner Reception Office

7. Enter the number of copies you wish to print and click the **3.Upload Document** button

**Options**

Copies:

8. Click the **Browse** button and select the document to be printed
9. Click the **Upload & Complete** button.

1. Printer	2. Options	3. Upload												
<p>Select a document to upload and print</p> <p><input type="text" value="My Documents\test.docx"/> <input type="button" value="Browse..."/></p> <p>The following file formats are allowed:</p> <table border="1"><thead><tr><th>Application / File Type</th><th>File Extension(s)</th></tr></thead><tbody><tr><td>Microsoft Office Excel</td><td>xlam, xls, xlsb, xlsx, xltm, xltx</td></tr><tr><td>Microsoft Office PowerPoint</td><td>pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx</td></tr><tr><td>Microsoft Office Word</td><td>doc, docm, docx, dot, dotm, dotx</td></tr><tr><td>Microsoft XPS</td><td>xps</td></tr><tr><td>PDF</td><td>pdf</td></tr></tbody></table> <p><input type="button" value=" &lt; 2. Print Options"/> <input type="button" value="Upload &amp; Complete &gt;"/></p>			Application / File Type	File Extension(s)	Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xltx	Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx	Microsoft Office Word	doc, docm, docx, dot, dotm, dotx	Microsoft XPS	xps	PDF	pdf
Application / File Type	File Extension(s)													
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Microsoft Office Word	doc, docm, docx, dot, dotm, dotx													
Microsoft XPS	xps													
PDF	pdf													

- 10. You will be directed to a page that shows the job details, including the cost charged against your print quota.
- 11. Your document should print to the selected printer.

## Printing from an Apple IOS device (iPhone, iPad, iPod)

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### Requirements:

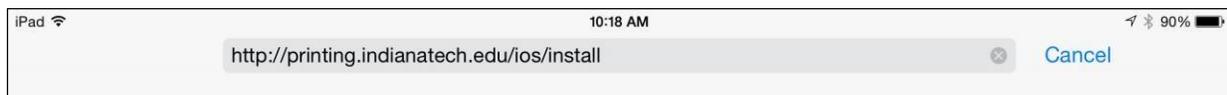
- Must have active Indiana Tech network credentials
- Must be connected to an Indiana Tech wireless network
- Must install the Indiana Tech PaperCut Printing App (see App Installation instructions below) ○

Authenticates access to printing ○ Displays the available printing balance ○ Performs print job confirmation ○

Displays message notifications **App Installation:**

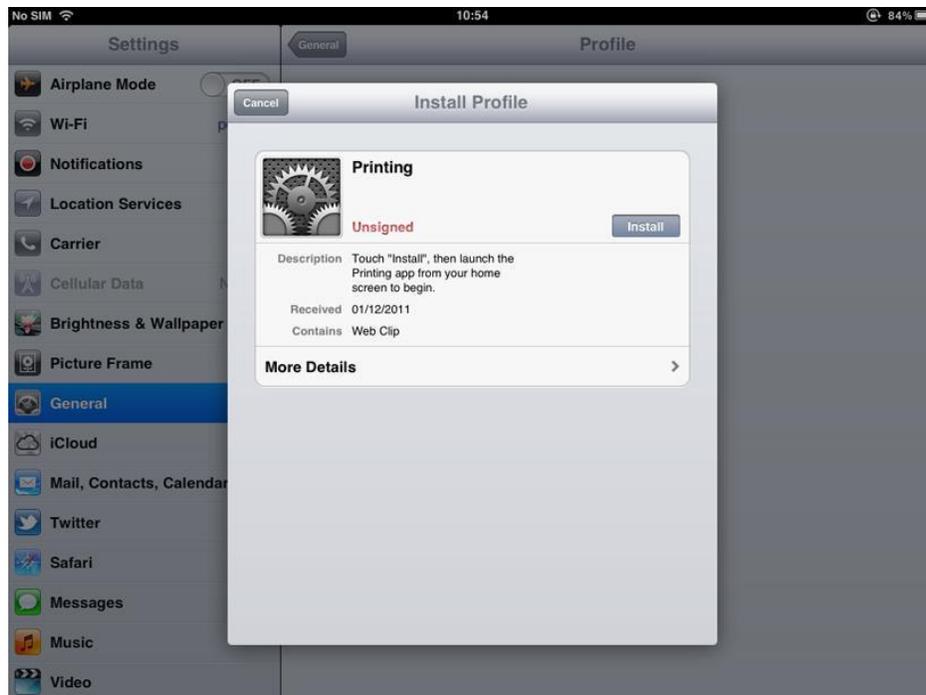
In order to print from an IOS device, an app must be installed to apply your identity to Indiana Tech's network. This app, also known as the Mobile Client, is required for printing to Indiana Tech printers. This mobile client authenticates each print job - effectively linking up users with their print requests. It can also provide printing balance, print job confirmation, and message notification.

In order to install the mobile client app on your Apple iOS device, while on that device, please go to <http://printing.indianatech.edu/ios/install> in order to install the application.



Accessing the installation URL manually, using Safari

After accessing the installation URL on an iPad / iPhone (iOS device) an **Install Profile** dialog should appear. Click the Install button to complete installation. After installation, an app named Printing will be available on the home screen

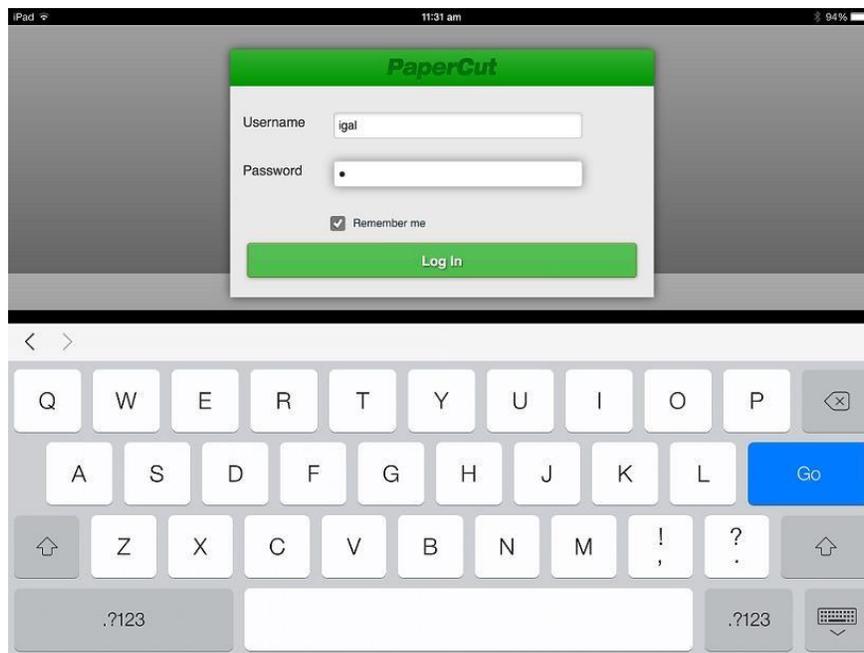


The "Install Profile" dialog, displayed after accessing the installation URL

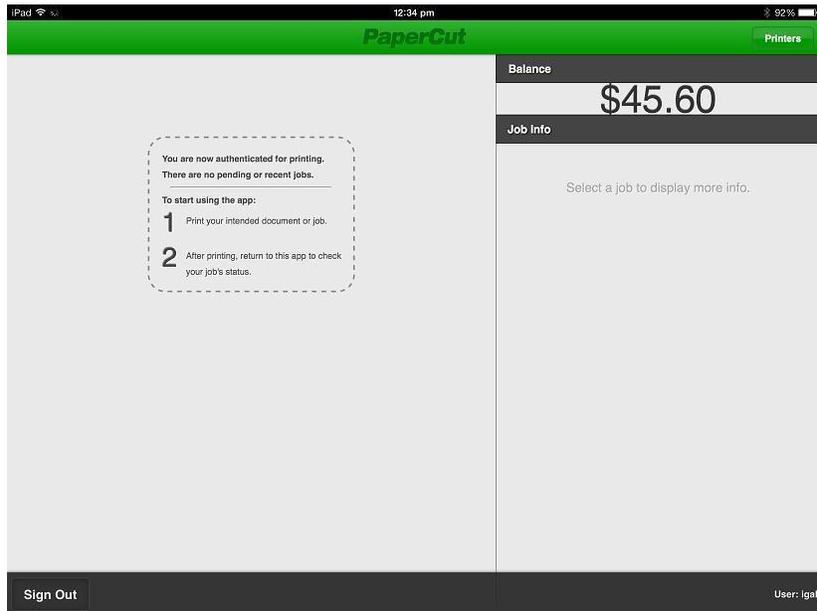


The PaperCut App for iPad on the home screen

When opening the Printing app for the first time, you must enter your username and password. On a personal device, this step only needs to be performed once as future logins are performed automatically while these credentials continue to be valid.



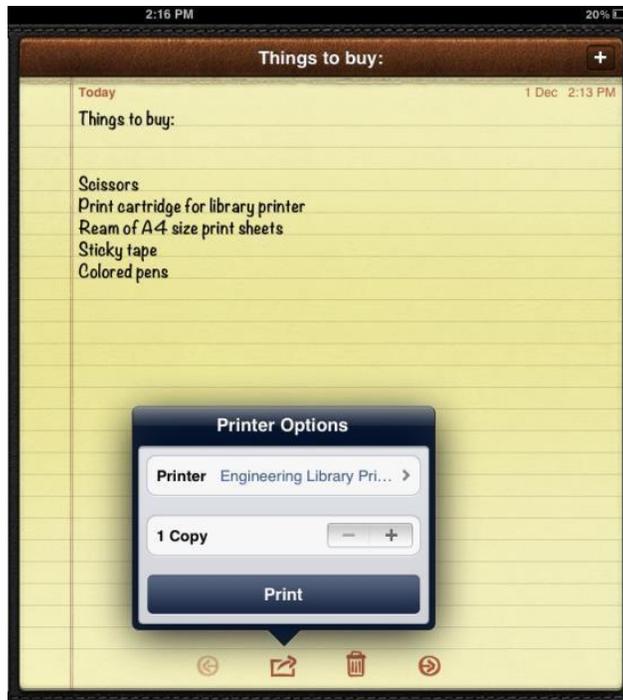
Authenticating to the Indiana Tech Printing app



The PaperCut App for iPad (before printing)

## Printing Example:

1. Choose printing from a print enabled iPad/iPhone app along with the printer or location where the selected item should print. Press print.



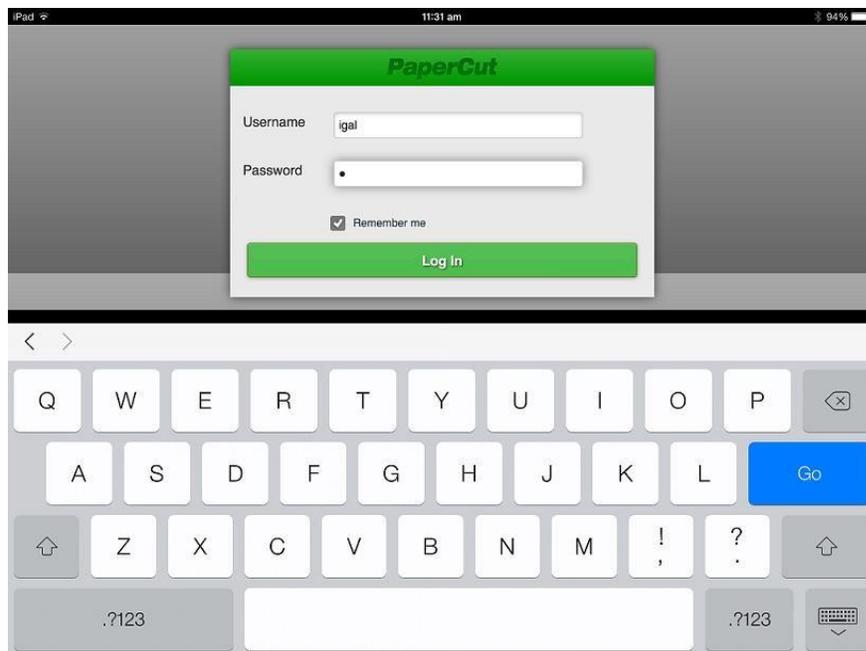
Printing from iOS

2. Close the app from Step 1 and open the Indiana Tech Printing app.



**Printing (PaperCut) app on the home screen**

3. Upon opening the Indiana Tech Printing app, you will be asked to enter your username and password. On a personal device, this step only needs to be performed once. Future logins are performed automatically through the use of an authentication cookie.



**Authenticating to the Indiana Tech Printing app**

4. The print job is authenticated and is sent to the selected printer.
5. Go to the printer selected and login using your username/password or swipe your Indiana Tech ID card to have your document printed.

