

Print Station User Document

We have implemented a bring your own device print station on campus. This will allow you to print from your personal device to a set of printers on campus. This station works with Windows, Mac, and Chromebooks. This document will walk you through how to setup and print with each operating system. You must be on campus and have an active KishID to utilize these print stations. You must be logged into KishID wifi for this to work.

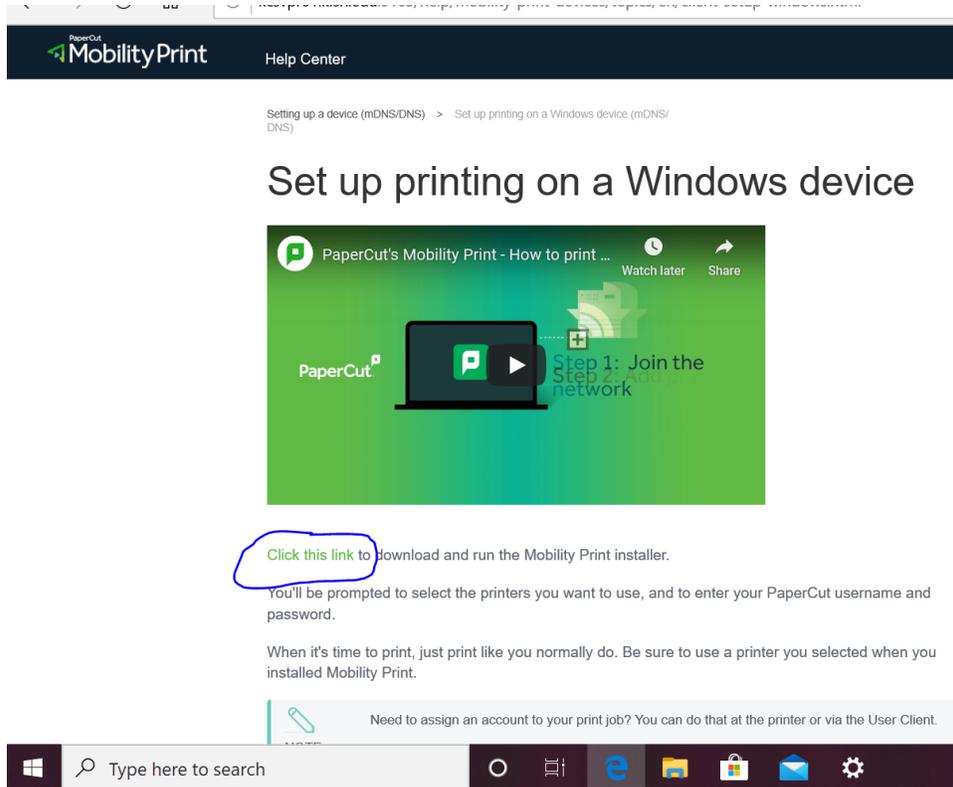
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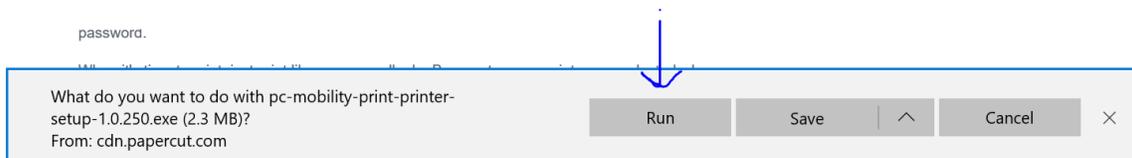
Windows

Here is a quick video run through: <https://youtu.be/j0LHSuG-Ewo>

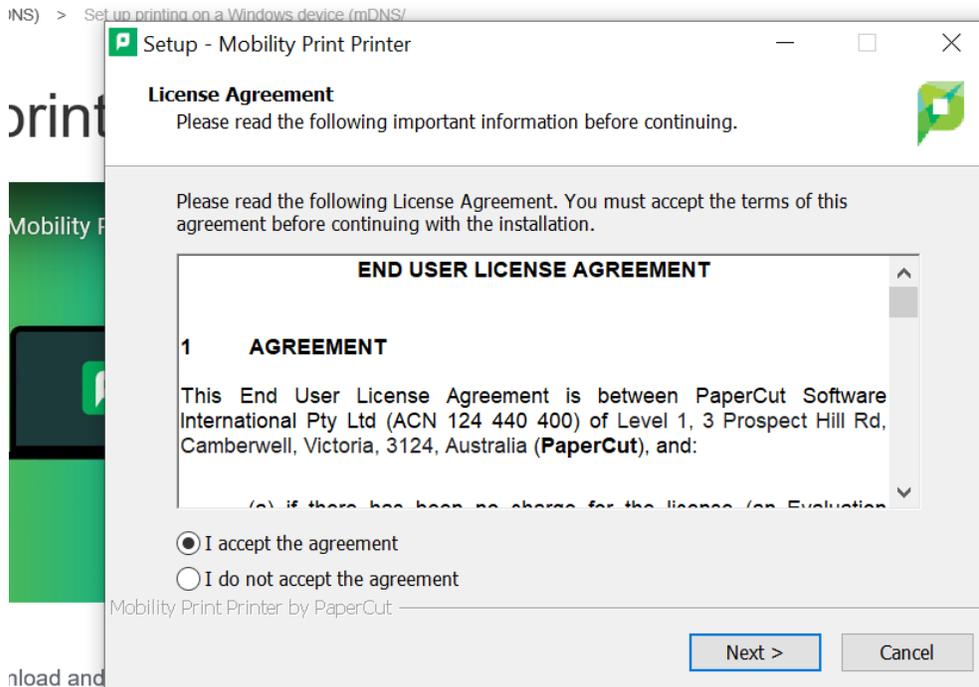
On a windows pc you will start by going to <http://kcsvpr01.kish.edu:9163/setup> and from there you will click on the **Click this link** link to download the Mobility Print program.



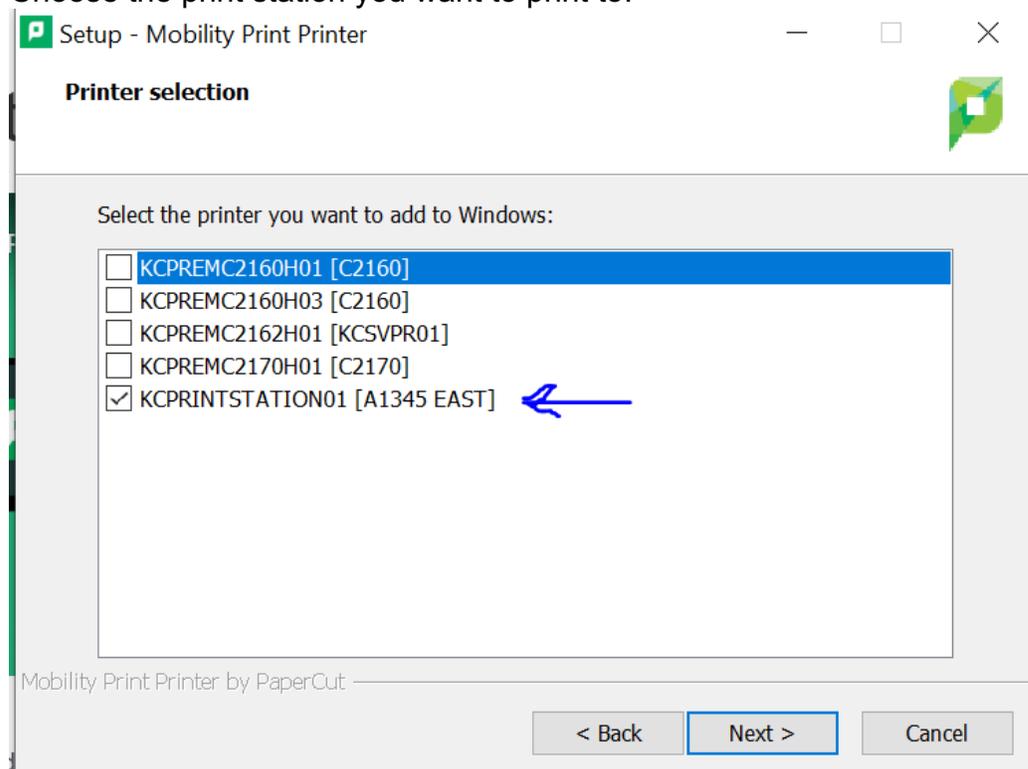
After the download it will ask if you want to run or save, click Run and begin installing the program.



This will open the installation dialogue box. Accept the user agreement and hit next.



select the printers you want to use, and to enter your PaperCut username and
Choose the print station you want to print to.



You will then log in with your KishID username and password.

Setup - Mobility Print Printer

Your network login
The login details provided by your organisation

Enter your username and the password below:

Username:

Password:

Mobility Print Printer by PaperCut

< Back Next > Cancel

After that it will install the printer on your windows pc. You will then print as you normally and choose the print station you installed earlier.

Set up printing on a Windows device (mDNS/ DNS) - Print

Printer
KCPRINTSTATION01 [A1345 EAST](Mobility)

Let the app change my printing preferences
 On

Orientation
Portrait

Copies
1

Pages
All pages
The whole document

Scale
Shrink to fit

Margins

Print Cancel

Help Center
Setting up a device (mDNS/DNS) > Set (DNS)

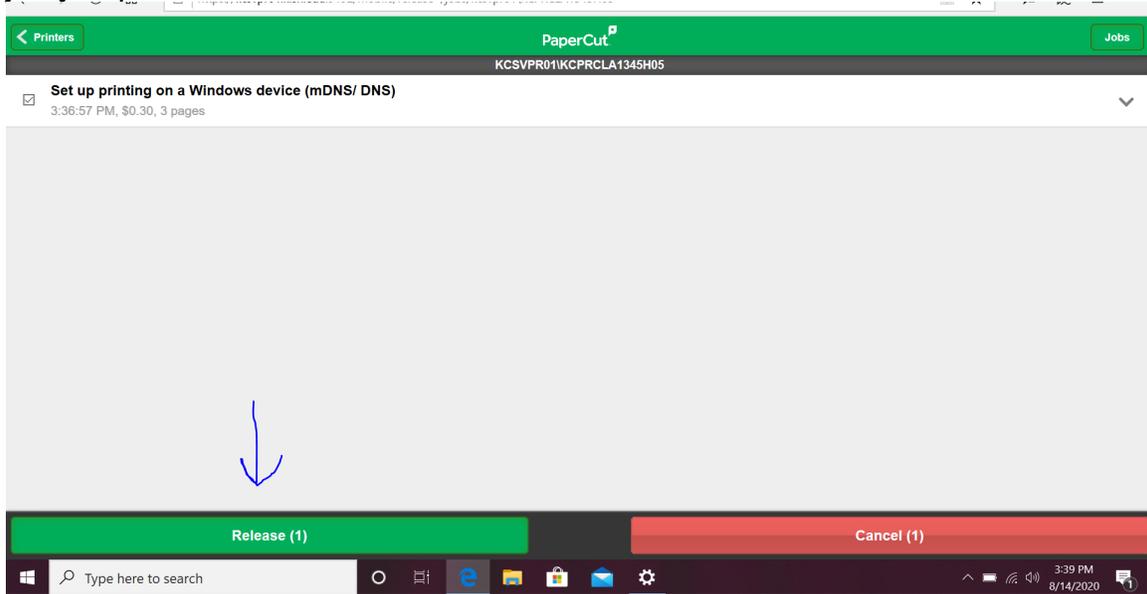
Set up printing on a Windows device

PaperCut's Mobility f

Click this link to download and run the Mobility Print installer.

You'll be prompted to select the printers you want to use, and to enter your PaperCut.

After you print you will need to go to the print station and either scan the QR code on the printer or go to the link posted on the printer itself. This will take you to a page requiring you to log in with your KishID. After logging in it will take you to the print release queue of that printer. From here choose the job you printer and click release.

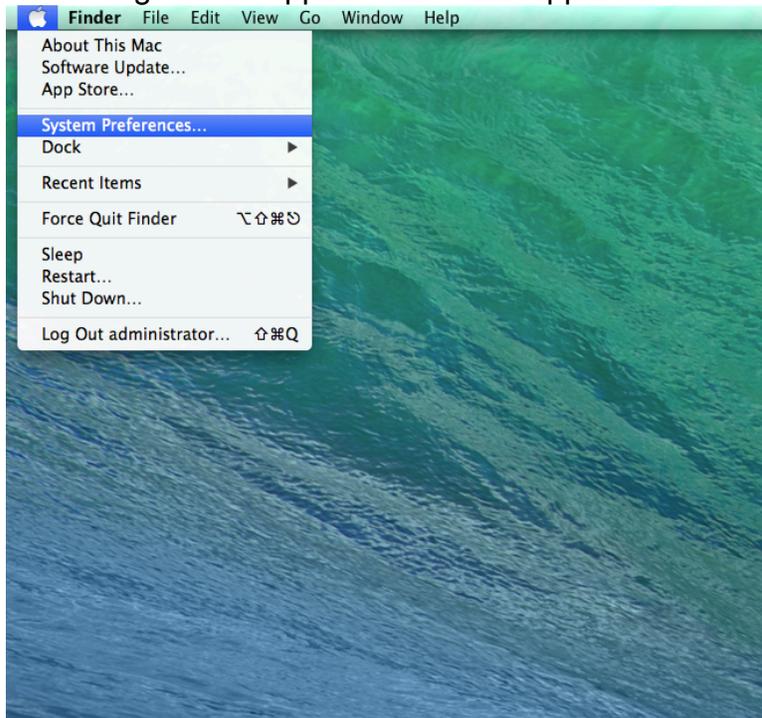


After releasing the job the printer will print the document you sent to it.

Mac OSX

Here is a quick video run through: https://youtu.be/Jw_uEQ9vgNw

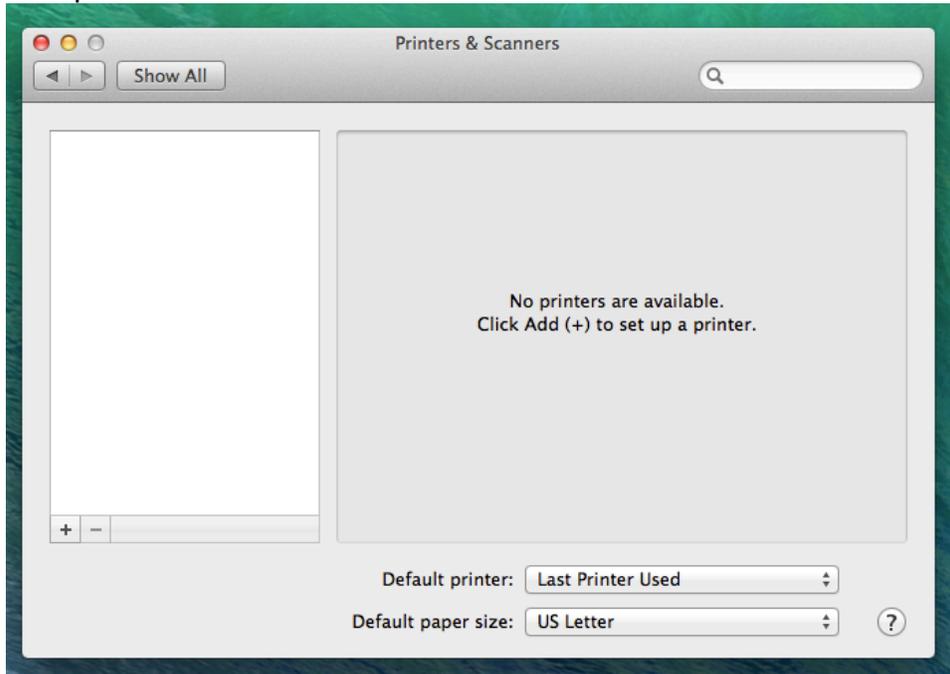
On OSX go to the apple menu in the upper left and click System Preferences.



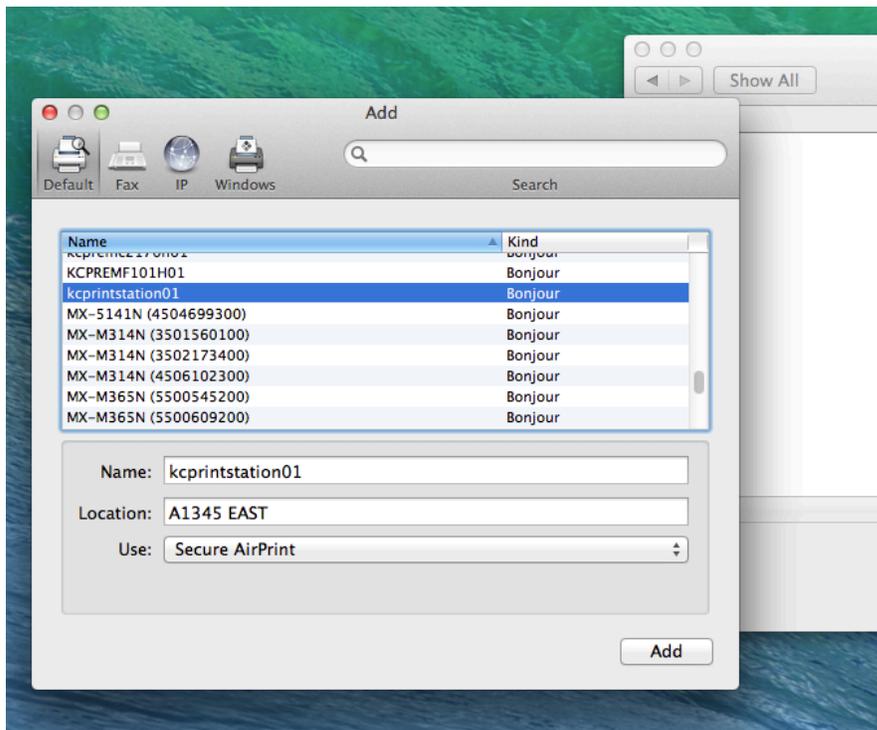
In System Preferences click on Printers & Scanners.



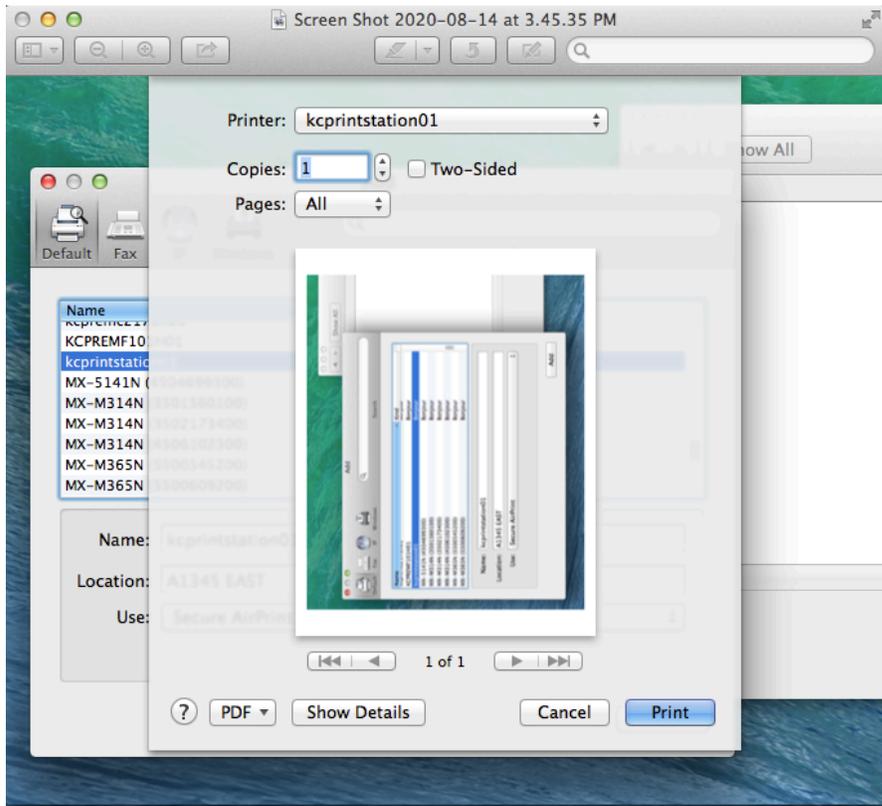
Inside the Printers and Scanners dialogue box click on the plus button to add a new printer.



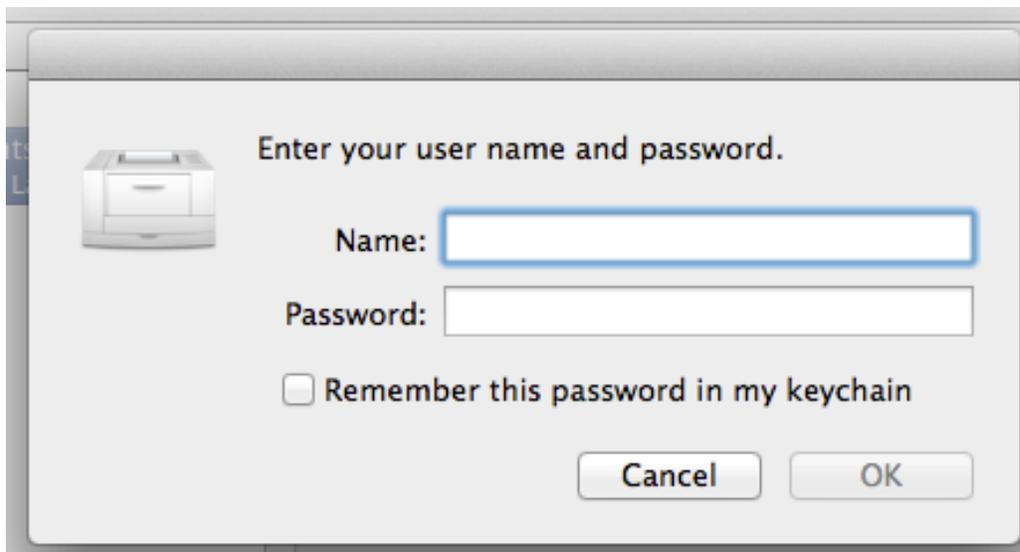
Inside the Add printer dialogue box find the print station you are trying to print to and hit add.



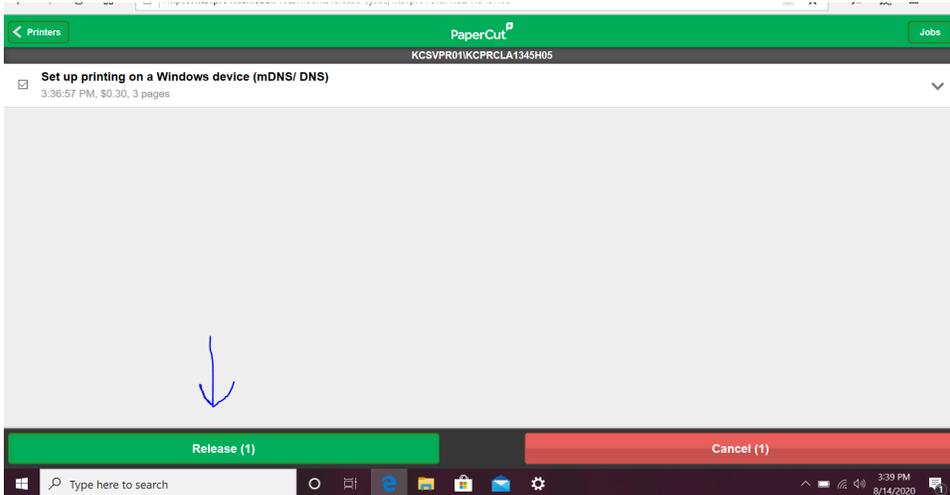
Print the document as you normally would.



When you print it will ask you for your KishID username and password.



After you print you will need to go to the print station and either scan the QR code on the printer or go to the link posted on the printer itself. This will take you to a page requiring you to log in with your KishID. After logging in it will take you to the print release queue of that printer. From here choose the job you printer and click release.

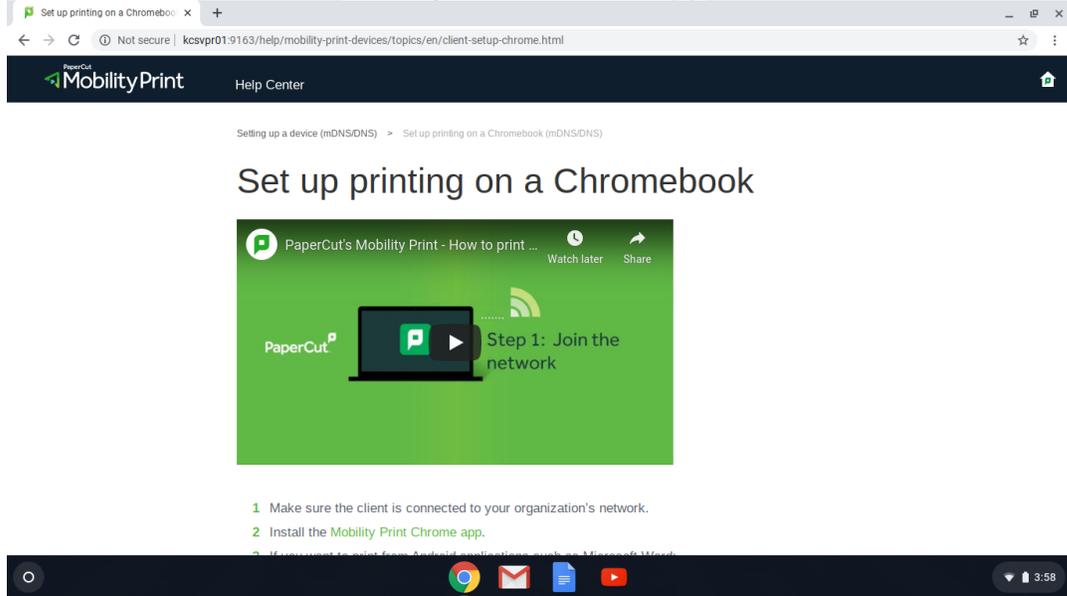


After releasing the document the document will print.

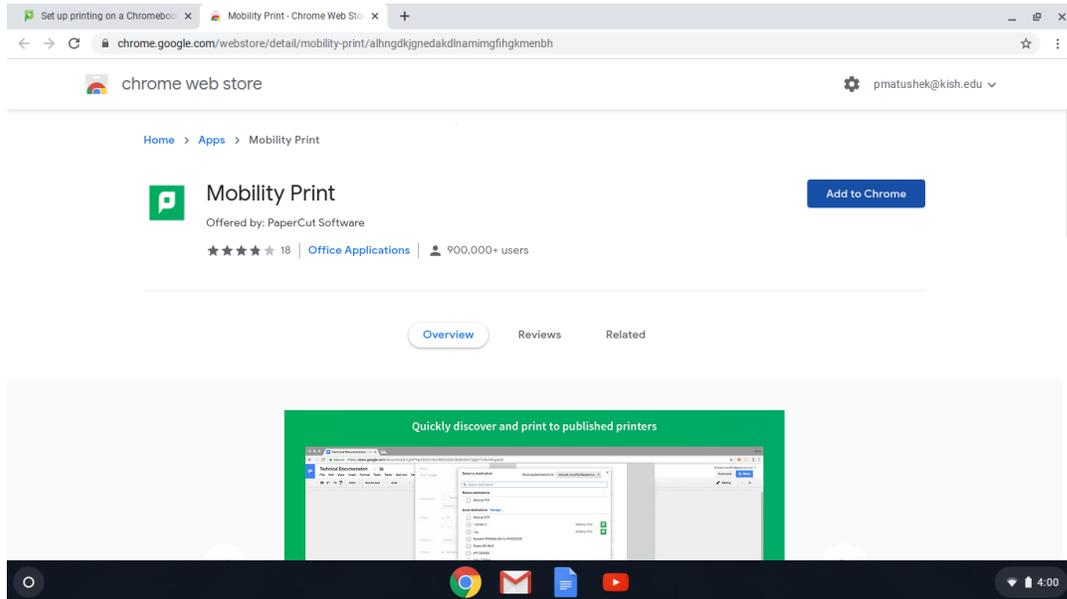
ChromeOS

Here is a quick video run through: <https://youtu.be/gf1Mqyg49DY>

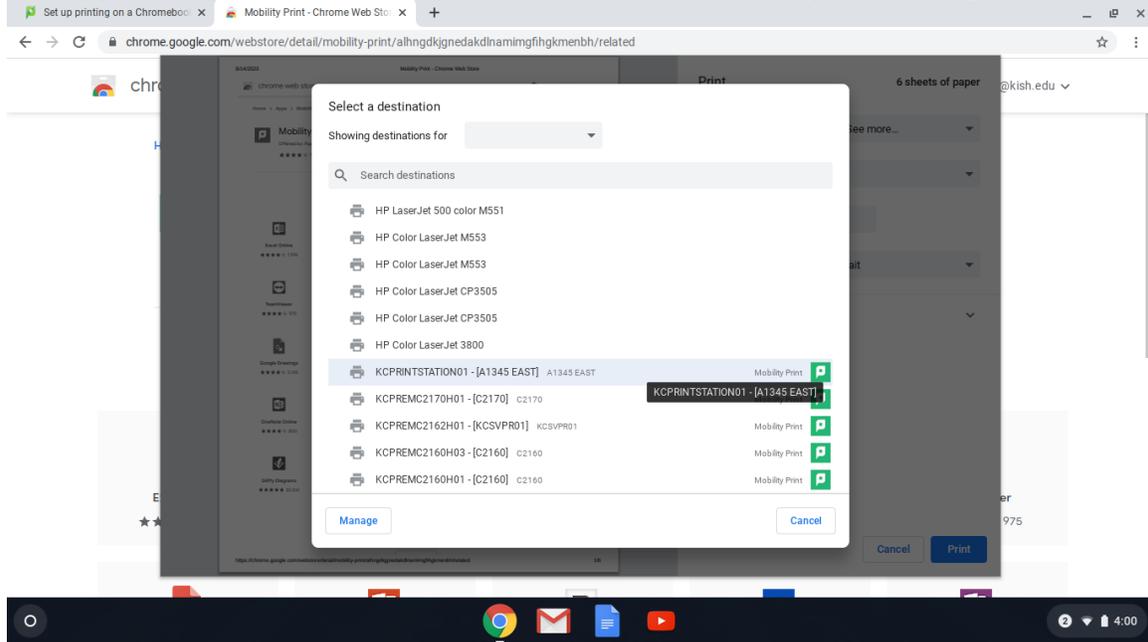
On a Chromebook go to this link: <http://kcsvpr01.kish.edu:9163/setup>
From there click on the **Mobility Print Chrome app** link.



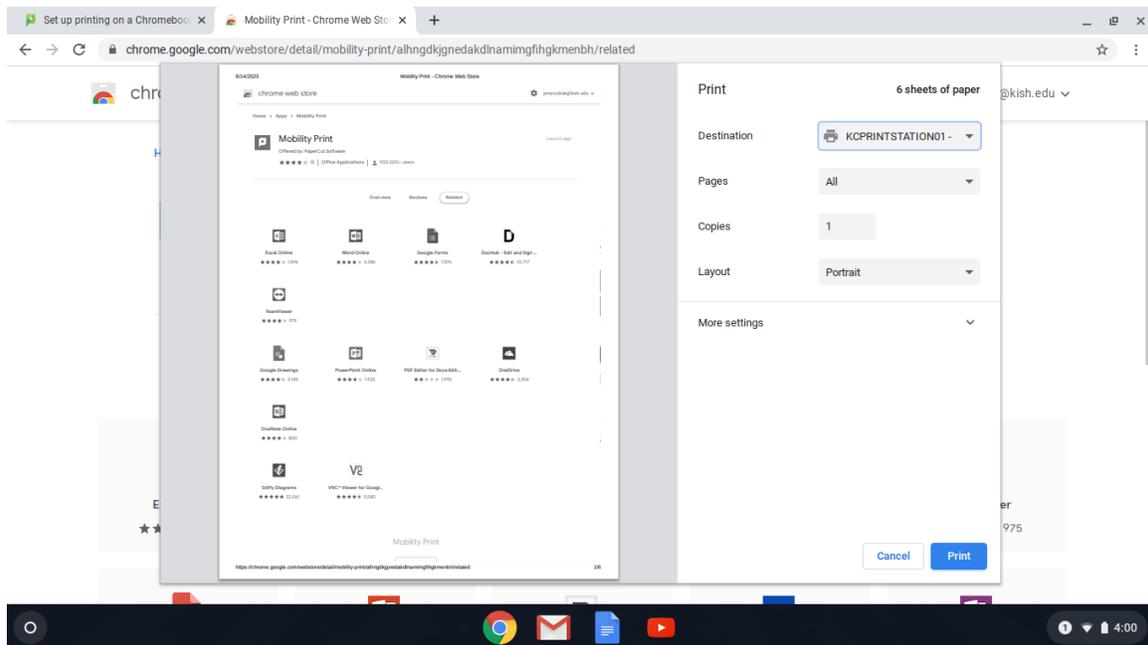
From here click on the **Add to Chrome** button.



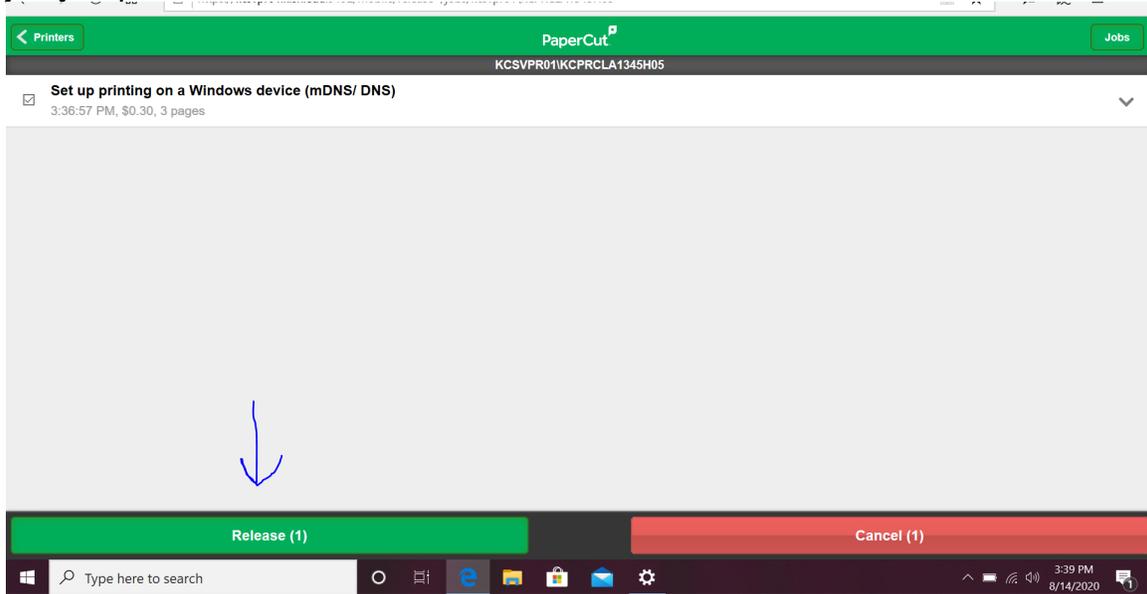
Print your document as you normally would and in the printer selection dialogue box click the drop down menu for destination and select the print station you want to print to from the list. (Make sure it has the Mobility Print designation.)



Click Print as you normally would.



After you print you will need to go to the print station and either scan the QR code on the printer or go to the link posted on the printer itself. This will take you to a page requiring you to log in with your KishID. After logging in it will take you to the print release queue of that printer. From here choose the job you printer and click release.



After releasing the job the printer will print the document you sent to it.