



PaperCut – Student Printing

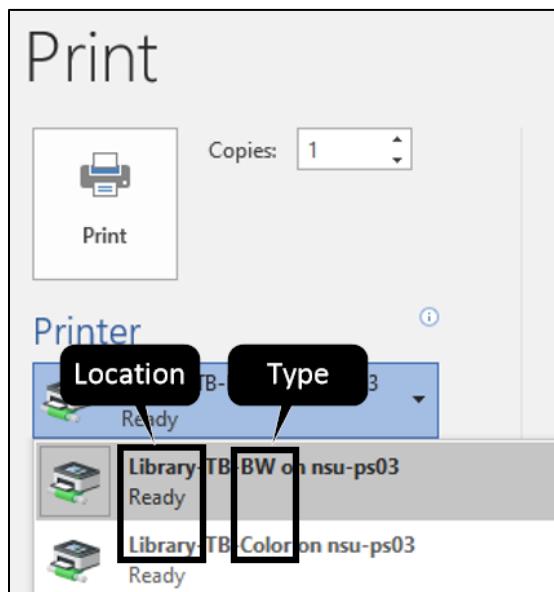
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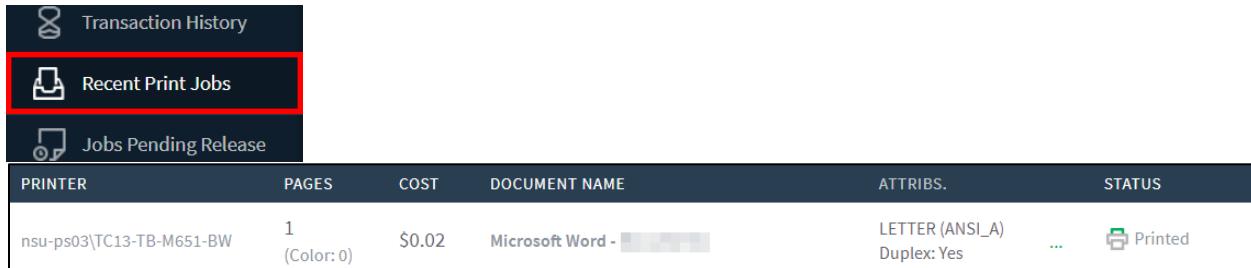
Print from Northern Lab Computer

The lab computers (located in the Library and Tech Center basement) will allow you to print directly to the printer in that same area.

1. When printing from a lab computer, select the desired printer. Ensure you have the proper location and type of print (BW – Black and White – vs. Color).



2. Your print job will automatically print from the selected printer, and the cost will be charged to your ThunderBucks account.
3. If desired, you can view your previous print jobs at <https://nsu-ps03:9192/user> by signing in with your Wolves email and password, then selecting **Recent Print Jobs**.



PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
nsu-ps03\TC13-TB-M651-BW	1 (Color: 0)	\$0.02	Microsoft Word - [REDACTED]	LETTER (ANSI_A) Duplex: Yes	Printed

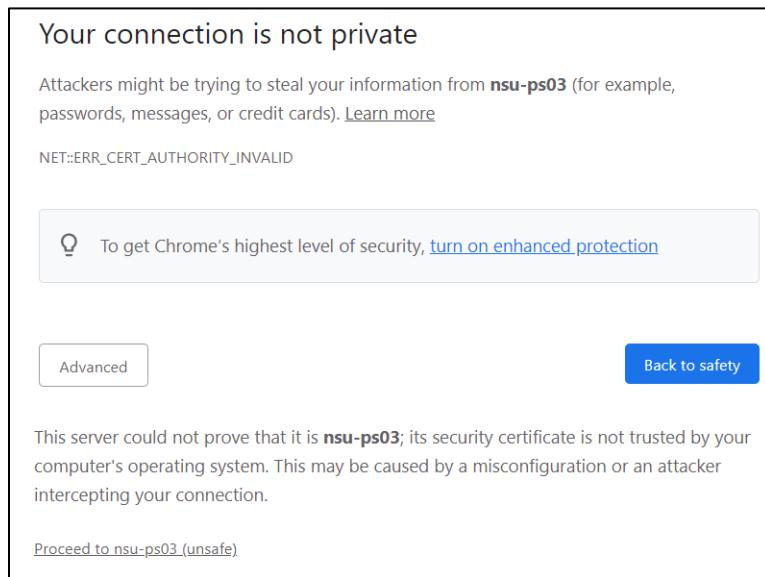
Print from Personal Device

Installing PaperCut

Installing PaperCut will allow you to print directly to the student printers on campus (located in the Library, Tech Center basement, and Great Plains East dorm).

You must only install PaperCut if it is your first time printing from that device. You can install PaperCut for printing from your computer, smartphone, or tablet.

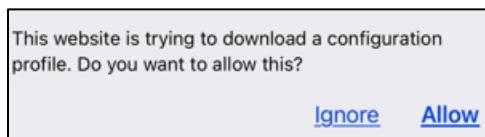
1. Connect your device to the Student-Secure Wi-Fi.
2. Go to <https://nsu-ps03:9164/setup>
3. If you get a warning message that “Your connection is not private”, click **Advanced** and then **Proceed to nsu-ps03 (unsafe)**.



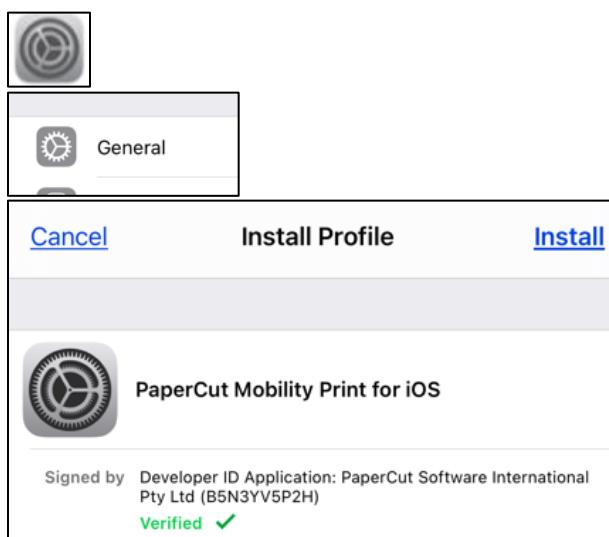
4. Papercut will automatically detect what device you have. Click **Download**.

iOS (iPhone/iPad)

5. In the pop-up message, click **Allow**.

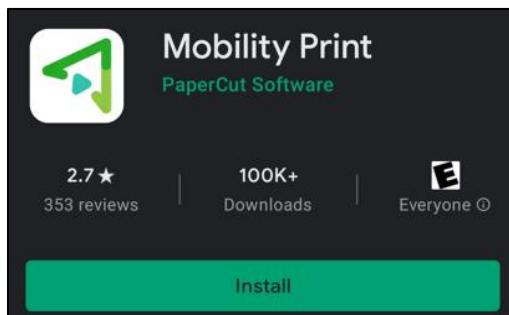


6. Open your phone's **Settings** app. Select **General**, **Profile**, and finally **PaperCut Mobility Print**. Once you are on the profile's page, click **Install** in the top-right corner.



Android

5. You will be taken to the Google Play Store for “Mobility Print”. Click **Install**.



6. Once the app is installed, **Open** it.

7. There will be two boxes within the app. Tap both boxes to confirm the settings are correct.



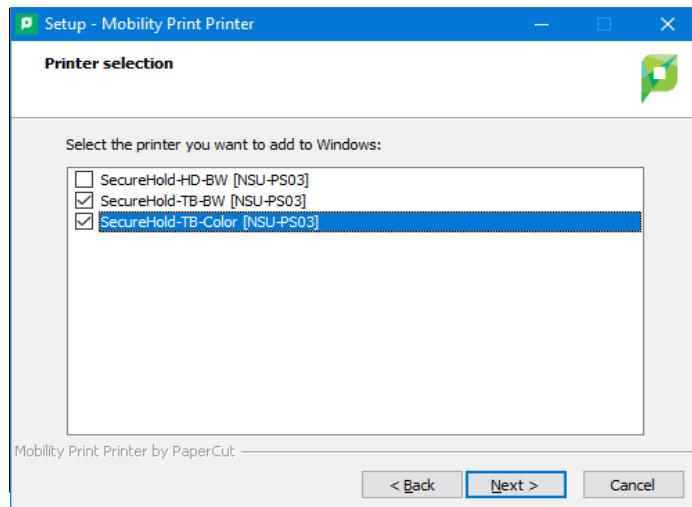
Computer

5. Run the installer (from your browser or Downloads folder).

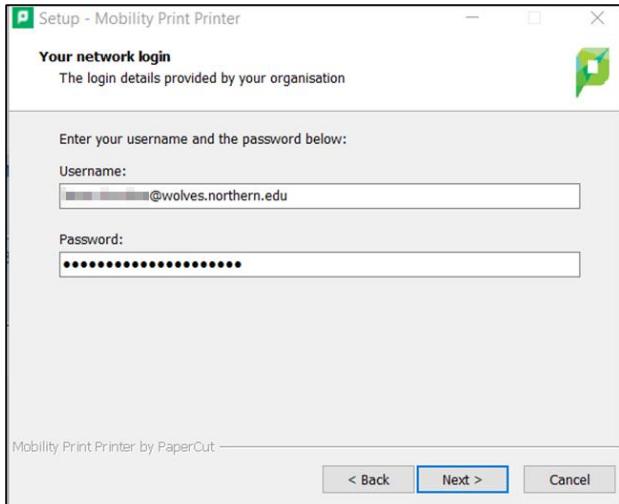
 pc-mobility-print-printer-setup-1.0.250[nsu-ps03].exe

6. Complete the installation steps through the installer:

- a. Select the “Setup Language”.
- b. Read and accept the “License Agreement”.
- c. NSU students select “SecureHold-TB-BW” and “SecureHold-TB-Color” printers.
- d. SDSU Nursing students select “SecureHold-HD-BW”.

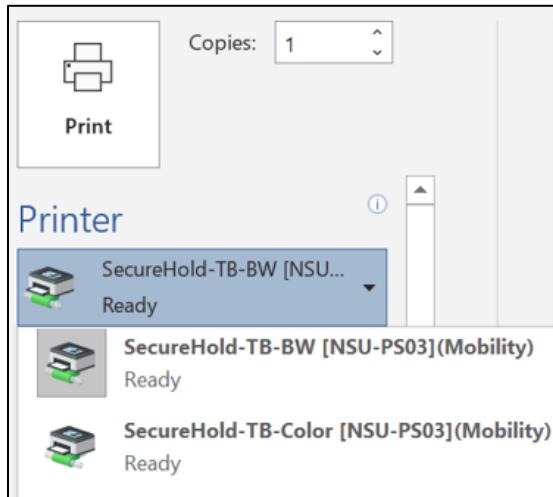


e. Sign in with your Wolves email and password.



Printing

When printing from your device, you will select “SecureHold-TB-BW” or “SecureHold-TB-Color” as the printer.



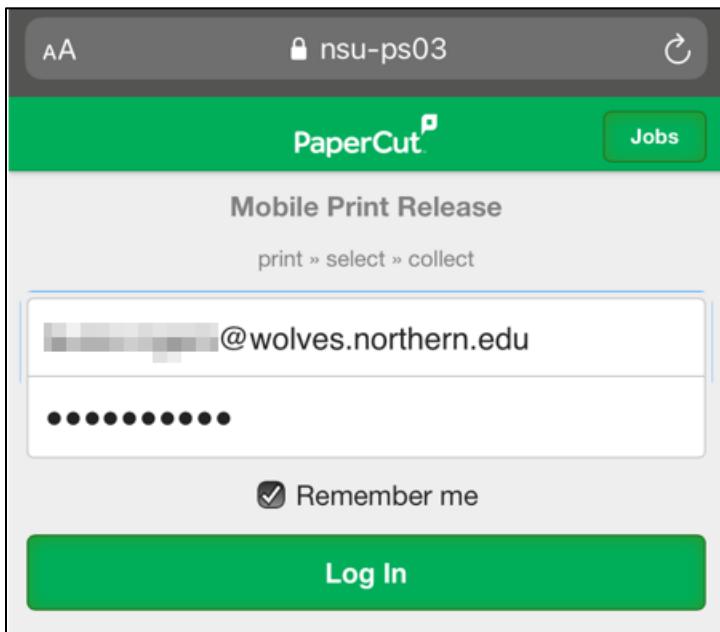
You can then release your print job to the desired printer in one of two ways:

Option 1: Release by Scanning QR Code with your Phone or Tablet:

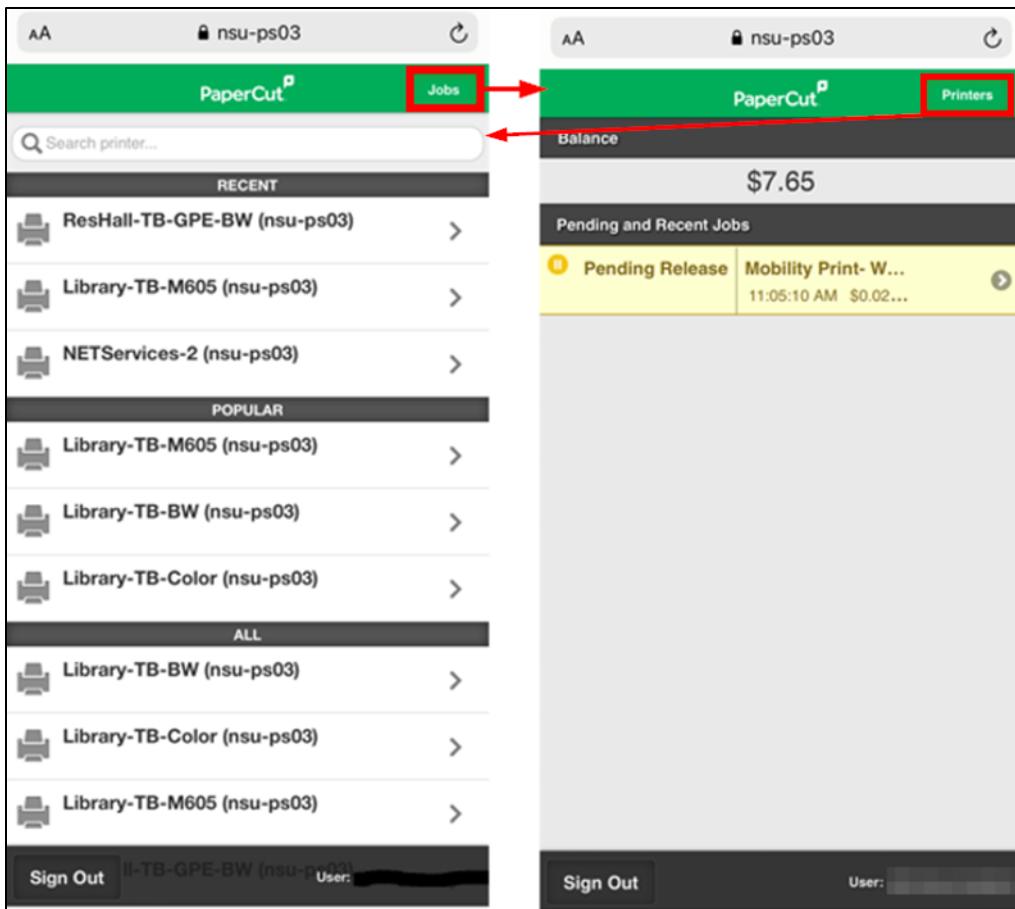
1. Go to your desired printer.
2. On your smartphone or tablet, open the default camera app and point it at the QR code. It will give you a pop-up to open the PaperCut print website.



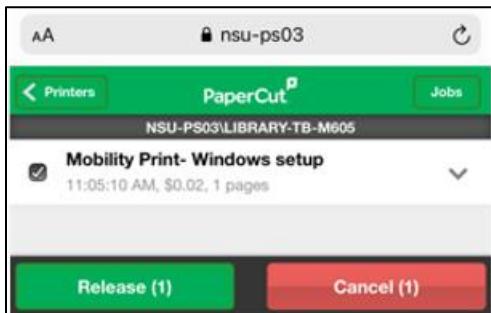
3. You will be prompted to sign in with your Wolves email and password. Ensure that you check “Remember me” to save time on your next print.



4. Once signed in, you will see a full list of printers. You may click **Jobs** to see all your print jobs awaiting release, and **Printers** to return to the list of printers.



5. Once you have selected the printer, you will be asked to confirm your print job by clicking **Release**. You may also **Cancel** your print, if desired.



Option 2: Release by Accessing the PaperCut Print Website on your Computer:

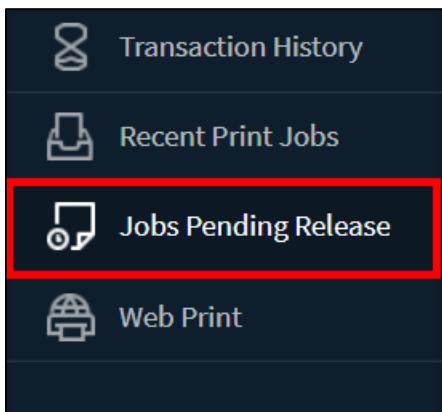
1. On your computer, go to <https://nsu-ps03:9192/user>
2. Sign in with your Wolves email and password.

Username

Password

Log in

3. Select **Jobs Pending Release** from the left-hand menu.



4. You will see a list of all your print jobs. You may use the buttons at the top to **Release** or **Cancel All** the jobs.

1 job pending release with cost \$0.02

Your balance: *****

Release All | **Cancel All**

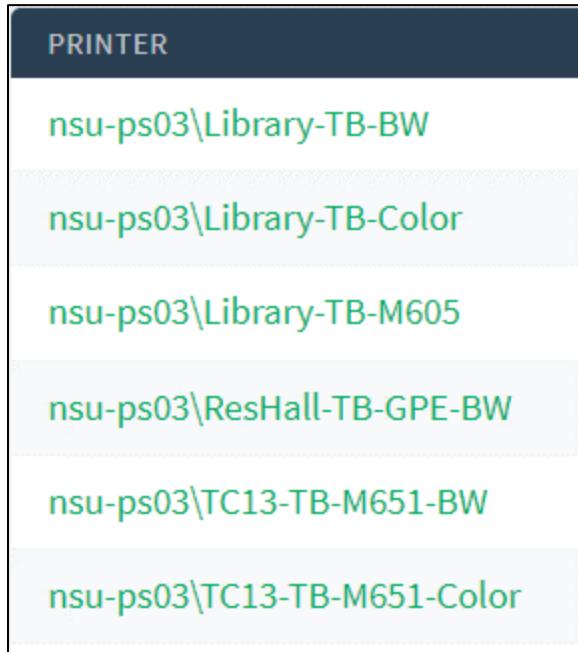
SUBMIT TIME ↓

🕒 ****.****

Otherwise, use the **Print** or **Cancel** options next to the specific print job.

DOCUMENT	CLIENT	PAGES	COST	ACTION
Sample Text.pdf	*****	2	\$0.02	[print] [cancel]

5. Select which printer you want to print to.



6. The page will refresh and give confirmation that your print is done.