



INFORMATION TECHNOLOGY SERVICES

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Setting Up Access to IMSA Printers

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Printing at IMSA

IMSA students have access to multiple Multi-Function Devices (MFDs) on campus. A list of their locations is below. The Xerox MFDs utilize your IMSA Student ID to access the devices capabilities and retrieve printed documents. Students have access to Copy, Print and Scan to Email capabilities on the Xerox MFDs.

Device Locations:

- One Xerox VersaLink Black/White device in each Residential Hall located in the RC Office
- One Xerox AltaLink Black/White device in the Information Resource Center (IRC)
- One Xerox AltaLink Color device in the Information Resource Center (IRC)
- One Xerox VersaLink Black/White device in A-109, The Writing Center
- One Xerox VersaLink Black/White device in A-145, VDI Computer Lab

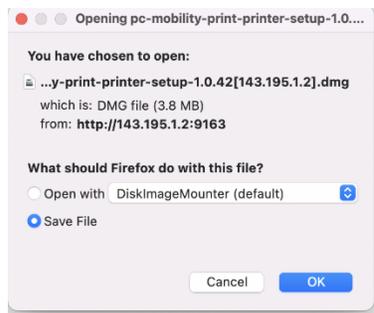
Apple/Macintosh OS

Download Installation Application

- Open a web browser and go to <http://143.195.1.2:9163/setup>
- Click on the download link for Macintosh OS



- Click Save File and then Ok



- Download the file, taking note as to the download location.

Install the PaperCut Mobility Print Client

- Go to the location where you downloaded the installation application
- Double-click on the file called pc-mobility-print-printer-setup-1.0.42[143.195.1.2].dmg

 pc-mobility-print-printer-setup-1.0.42[143.195.1.2].dmg

- A new window will open, double-click on the PaperCut Mobility Print Client.pkg



- Click Continue on the Welcome to Installer page

Continue

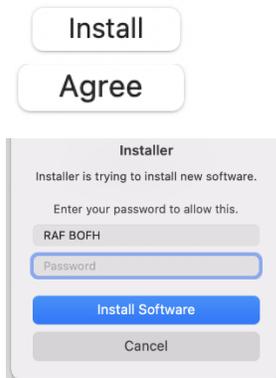
- Scroll to the bottom of the License Agreement page and click Continue

Continue

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- Click Agree to agree to the license agreement
- Click Install to perform a standard installation



- Enter your local account password and click Install Software
- Close when the installer reports the installation was successful
- Click Move to Trash to discard the installation program

Checking the Printer Installation

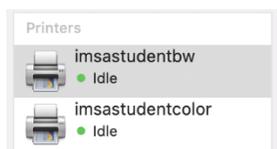
- Open System Preferences



The installation was successful.
re was installed.



- Open Printers & Scanners Control Panel
- You should see two IMSA printers installed
 - imsastudentbw – for black/white printers
 - imsastudentcolor – for color printers



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- If you don't see the printers, something went wrong with the installation. See a member of the Student Computing Support (SCS) Team or IT HelpDesk staff to troubleshoot the issue.
 - **REMINDER:** You must be connected to a wired Ethernet connection in your Residential Hall room or connected to the wireless network airIMSA.

Perform a Test Print

You can use any kind of document to perform a test print to one of the IMSA Student Printers. This documentation will use the basic word process included with the Macintosh OS called TextEdit.

- Open Finder
- Open Applications folder
- Find and double-click on TextEdit



TextEdit

- Type in a few lines
- Click on File, in the menu bar, and then click on Print. Or press Command-P



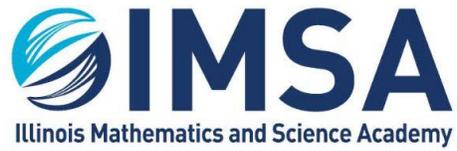
- Make sure one of the IMSA printers is selected and click Print

Printer: 

- The first time you print to one of the IMSA printers, you will be prompted for your IMSA username and password. We recommend you also check the box for "Remember this



- password in my keychain"
- Go to one of the available IMSA student printers and retrieve your test print out.



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Linux OS

Instructions located on main page of Student Computing Resources web page under Prepare your computer for life at IMSA

Windows OS

Download Installation Application

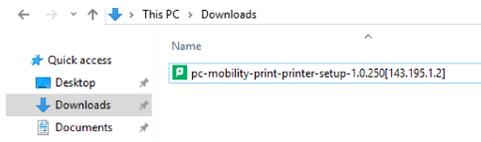
- Open a web browser and go to <http://143.195.1.2:9163/setup>
- Click on the download link for Windows OS



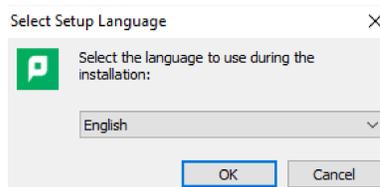
- Download the file, taking note as to the download location.

Install the PaperCut Mobility Print Client

- Go to the location where you downloaded the installation application
- Double-click on the file called pc-mobility-print-printer-setup-1.0.250[143.195.1.2]



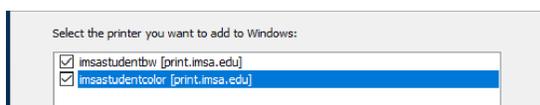
- You will see a User Account Control prompt, select Yes to allow the installation application to run
- Click OK to accept the installation language



- Click the “I accept the agreement” and click Next



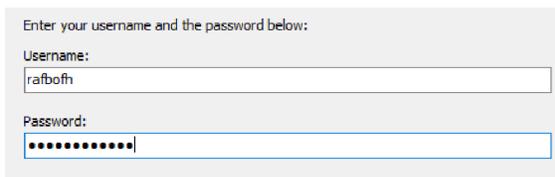
- Place a check mark next to both printers and click Next



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- Enter your IMSA username and password and click Next
- The installation application will setup the printer and display a window indicating the installation is completed. Click Finish to close the window.



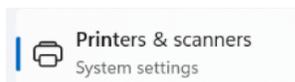
Enter your username and the password below:

Username:
rafbofh

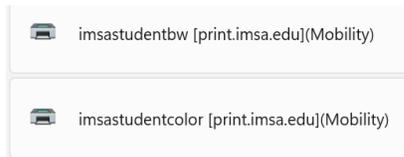
Password:
●●●●●●●●

Checking the Printer Installation

- In the search box or Cortana window type “Printers”. Click on the App displayed



- You should see two IMSA printers installed
 - imsastudentbw – for black/white printers
 - imsastudentcolor – for color printers



- If you don't see the printers, something went wrong with the installation. See a member of the Student Computing Support (SCS) Team or IT HelpDesk staff to troubleshoot the issue.
 - **REMINDER: You must be connected to a wired Ethernet connection in your Residential Hall room or connected to the wireless network airIMSA.**
- Additional Steps:
 - Scroll down to Printer Preferences
 - Make sure “Let Windows manage my default printer” is turned off



- Task Completed