

Printing Process and Troubleshooting

- Printing is always a two-step process: (1) Queueing the document to PaperCut and (2) Releasing the document to the actual printer.
- The printing queues in PaperCut are identified as **lib-print-2019/LibraryB&W** and **lib-print-2019/LibraryColor**. These names are separate from the individual printer names (**LIBPPRCIRC01, LIBPPRCIRC02, LIBPPRCIRC03, AND LIBPPRCIRC04**). Users can select printers other than these four options. Below is a table of all Library printers by location.
- Printing from a laptop or mobile device only works on campus or when connected through the VPN. It also does not support:
 - Double-sided printing.
 - Print jobs that are greater than 100 MB.

User issues with the printers, including releasing a requested refund, should be addressed to printing@library.illinois.edu. Other issues will be referred to campus Technology Services (<https://techservices.illinois.edu/>).

All Library Printers by Location

Architecture & Art	LIBPPRAAA01
Architecture & Art	LIBPPRAAA02
Chemistry Library	LIBPPRCHM01
Chemistry Library	LIBPPRCHM02
Communications Library	LIBPPRCMU01
Communications Library	LIBPPRCMU02
Funk ACES	LIBPPRACS01
Funk ACES	LIBPPRACS02
Funk ACES	LIBPPRACS03
Grainger IDEA Lab	LIBPPRGLD01
Grainger Library	LIBPPRGRE01
Grainger Library	LIBPPRGRE02
Grainger Library	LIBPPRGRE03

Grainger Library	LIBPPRGRE04
Grainger Library	LIBPPRGRE05
Grainger Library	LIBPPRGRE06
HPNL	LIBPPRHPN01
IAS	LIBPPRIAS01
Information Desk	LIBPPRCIR01
Information Desk	LIBPPRCIR02
Information Desk	LIBPPRCIR03
Information Desk	LIBPPRCIR04
Mathematics Library	LIBPPRMAT01
MPAL	LIBPPRMUS01
MPAL	LIBPPRMUS02
MPAL	LIBPPRMUS03
Oak Street	LIBPPROAK01
Orange Room	LIBPPRTLS01

Orange Room	LIBPPRTLS02
Orange Room	LIBPPRTLS03
Orange Room	LIBPPRTLS04
Orange Room	LIBPPRTLS05
Orange Room	LIBPPRTLS06
Orange Room	LIBPPRTLS07
Orange Room	LIBPPRTLS08
Orange Room	LIBPPRTLS09
Orange Room	LIBPPRTLS10
Scholarly Commons 220	LIBPPRSCH01
SSHEL	LIBPPRSHL01
Uni High Library	LIBPPRUNI01
University Archives	LIBPPRUAR02
Vet Med Library	LIBPPRVET01

Desktop

1 Select "Print" from the File menu.

2 **Black and White queue:**
lib-print-2019/LibraryB&W
Color queue:
lib-print-2019/LibraryColor

3 This will activate the PaperCut pop-up.

4 Login with your NetID and password

5 Scan the QR code on the physical printer. Select your jobs and click "Release."

6 Sign out of the computer.

Printing from

1 Save the document to the hard drive

2 Open Papercut at
<https://papercut.ics.illinois.edu>

3 Login with your NetID and password

4 Click "Submit a Job"

5 Click on "Quick Search" and choose "Library" from the list

6 **Black and White queue:**
lib-print-2019/LibraryB&W
Color queue:
lib-print-2019/LibraryColor

Laptop / Mobile device

7 Select the number of copies and upload your document

8 It takes 10-30 seconds to upload during which time "processing" will be shown in Papercut. "Held in queue" will appear when you can move to the next step.

9 Scan the QR code on the physical printer. Select your jobs and click "Release."

COSTS

Black & white: \$.10/page

Color: \$.40/page

11" x 17": \$.50/page (Available in The Orange Room and University Archives)