

IWC Student Printing - PaperCut



IWC has implemented PaperCut across all campus labs and has provided a number of copiers in convenient locations so that students can easily print assignments and other documents. It's easy to send a print job directly using an on campus computer or by uploading a document using PaperCut's Web Print Feature. Add money to your account fast by using the Add Credit feature on our PaperCut website (each student is given \$2.00 free every semester).

When Printing from IWC Computers:

1. Use the first part of your student email address as username (e.g. jdoe2).
2. Use your WebSTAR PIN as password

If you want to print from your own Laptop:

1. Go to <http://papercut.imperial.edu/user>
2. Use same login information as above

Printing from Copiers with Card Readers:

1. Swipe your new IWC Student ID Card
2. If prompted for a PIN, enter in the last 4 Digits of your SSN
3. Click on Copy to make copies or Print to release print jobs

Printing from Copiers without Card Reader

- (or if you don't have new IWC Student ID Card):**
1. Type in last six digits of IWC ID Number (e.g. if ID = G00123456 then type in 123456 only)
 2. If prompted for a PIN, enter in the last 4 Digits of your SSN

Campus Copier Reference:

- Global_Print_Queue**
(Features Copy and Printing)
- Library_A
 - Library_B

Global_ColorQuebe_Queue
(Features Copy, Printing, Scan to Email and Faxing)

- RG_CQ9201_1 (2700 Building, West)
- RG_CQ9201_2 (Counseling Center)
- RG_CQ9201_3 (Library)

Benefits for Students:

- Free \$2.00 for Printing Every Semester
- Submit Web Print Jobs from your own Computer (Word, Powerpoint, Excel and PDF files)
- Add Credit Online
- Release Print Jobs
- Multiple Locations (Library, 2700 Building, Counseling, Computer Labs)



With Web Print, you are able to upload your documents to print. Once you are logged in and have submitted your job you can use the jobs pending release screen shown below or walk up to the printer you submitted your job to and use the card reader to login, find your print job and release it for printing.



If you've already used your FREE \$2.00 semester allotment as a student you can add additional money for your printing needs quickly and easily, online (as shown above) or at the PaperCut Add Value Stations located in the library and in the 2600 building (Reading/Writing Lab).

Imperial Valley College

Technology Support Guide

WebSTAR, Wireless Network, Student Email, Blackboard, and Printing Information

