IVC Student Printing - PaperCut

IVC 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 IVC 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

PaperCut
Username jdoe2
Password ••••••••
Language English
Log in

Printing from Copiers with Card Readers:
1. Swipe your new IVC 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 IVC Student ID Card):
1. Type in last six digits of IVC 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

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.

Campus Copier Reference:
(Features Copy, Printing, Scan to Email and Faxing)
- AR_C3850 (Admissions Front Student Copier)
- COUN_C454E_FRONT (100 Bldg-Front Counseling)
- CTE_C454E (3100 Bldg-CTE Student Copy Room)
- FALAB_C454E (1700 Bldg-Financial Aid Lab Area)
- LIBRARY_QUEUE (virtual) (1500 Bldg-Library Print Queue)
- MLAB_C454E (2500 Bldg-Math Lab)
- RG_C654E (RM 904-Reprographics)
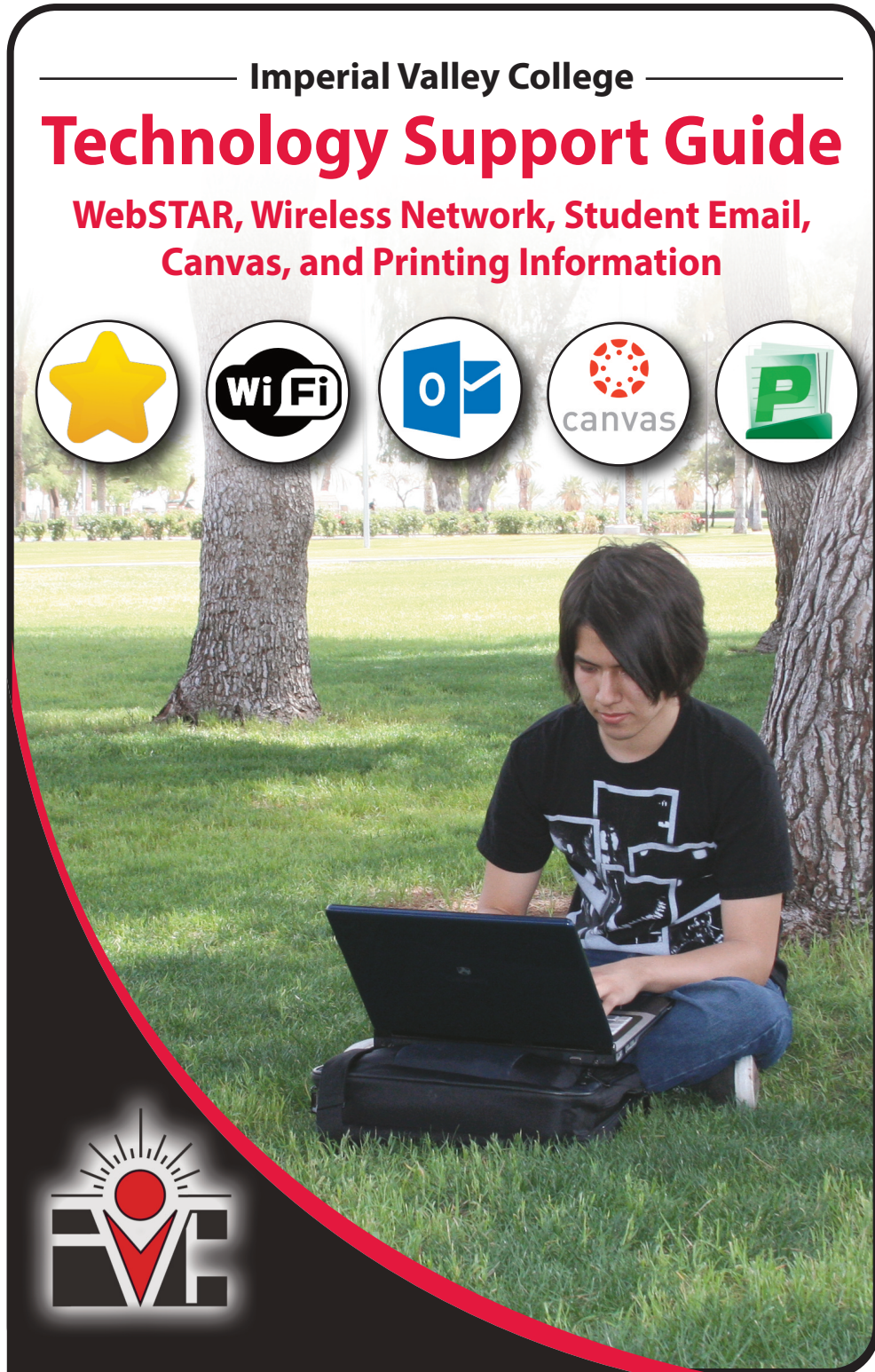- RWLAB_C454E (2600 Bldg-Reading/Writing Lab Area)

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, 3100 Bldg, Counseling, Computer Labs)

PaperCut
Jobs Pending Release

Summary
Shared Accounts
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

Jobs awaiting approval prior to printing are listed below:
Release All   Cancel All   Refresh Now   ☑ Auto r
$1.55

Submit Time ▼	Printer	Document
Sep 10, 2012 3:20:29 PM	it903s-pserver\Global_Print_Queue	2012-2013 Calenda ... L wo flex 011912.pdf

PaperCut
Add credit using Credit Card

Summary
Shared Accounts
Rates
Redeem Card
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

Username	omar.ramos
Current Balance	$1.55
Amount to add	--- Select the amount ---

--- Select the amount ---
$5.00
$10.00
$20.00
$30.00
$40.00
$50.00

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).

Technology Support Guide
WebSTAR, Wireless Network, Student Email, Canvas, and Printing Information

Wi-Fi · canvas

IVC Technology Support

IVC provides a variety of technologies and applications to support college operations and student success. Please visit **http://support.imperial.edu** for additional how to instructions.

Need Support?

The most effective way to request support is to use the Service Desk ticket system. All active faculty, staff and students may log in to the system using their IVC email address and email password. The system is available online at **http://servicedesk.imperial.edu**

Technology Service Desk

In addition to the automated Service Desk ticket system users may seek support by calling the Service Desk at **760-355-6300**. We're open Monday thru Friday from 8 AM to 5 PM and closed Saturday and Sunday. If You Leave a Message, please leave the following information: Full Name, Phone Number, Best Time to Return Call, and Description of Issue, and we will return your call as quickly as possible.

Accessing IVC WebSTAR

WebSTAR is IVC's Self-Service tool for Adding/Dropping Courses, Seeing your Course Schedule, Viewing Your Unofficial Transcripts and more!

User ID: G00123456
PIN:
Login | Forgot PIN?

Login Instructions:
1. Go to the IVC Homepage (**http://www.imperial.edu),** under the For Students dropdown menu WebSTAR is listed as the first link.
2. In the user ID text box: Please type in your Social Security Number or Student ID number (also known as the G number) Example: G00123456
3. In the PIN text box: For first time users, your first PIN is your 6-digit birth date in mmddyy order. Example if your birthdate is February 29, 1991 you will type 022891. Additionally you may be required to change your PIN, add a security question/answer and agree to some terms.

Accessing the IVC Student Wireless Network

IVC has implemented campus-wide wireless access to support teaching and learning on campus. There are multiple wireless networks for faculty, staff, and students to access.

jdoe2@students.imperial.ed
Logging in indicates you have read and accepted the Acceptable Use Policy*
Login

For Laptops:
1. Connect to IVC-Student Network
2. Open up a Web Browser
3. Use your full student email address (**e.g. jdoe2@students.imperial.edu**)
4. Use your WebSTAR PIN as password
5. Enjoy Full Speed Internet Access Across the Whole Campus

For Small Devices (phones, iPods, Tablets, etc.)
1. Connect to IVC-Guest Network
2. No additional setup required
3. Speed is limited, but access should be adequate for most functions

Using Your IVC Student Email Account

All students have an IVC Student Email Account created for them when they complete the application process and is the email address the college will use to send you important student information. Each account comes with 50GB of Free Storage and Free Office Web Apps - Access, view and edit your online documents from home, the classroom, the library, or virtually any PC or Mac that is connected to the Internet!

Look up your IVC Email Online:
- Quick Lookup (No Login Required): **https://www.imperial.edu/students/student-email-lookup/**
- Full Lookup (Login Required): **https://my.imperial.edu/student-email**

sign in
Microsoft account What's this?
jdoe2@students.imperial.edu
☐ Keep me signed in

Login Instructions:
1. Go to **http://www.outlook.com/students.imperial.edu**
2. Use your full student email address (**e.g. jdoe2@students.imperial.edu**)
3. Use your WebSTAR PIN as password

Benefits for Students:
- Receive Important Student Information from IVC
- Free Office Web Apps - Access, view and edit your online documents from home, the classroom, the library, or virtually any PC or Mac that is connected to the Internet visit **https://portal.office.com/OLS/MySoftware.aspx** to download the software
- Outlook Inbox with 50 GB of storage

Accessing IVC Canvas

IVC provides campus-wide access for faculty, staff, and students to Canvas. Canvas is an industry-leading Learning Management System (LMS) to support teaching and learning at IVC.

canvas
Username
jdoe2
Password
☐ Remember login (only if this is a private computer)
Login
Password Reset Tool

Login Instructions:
1. Go to **http://imperial.instructure.com**
2. Use the first part of your student email address as username (**e.g. jdoe2**)
3. Use your WebSTAR PIN as password

Canvas Support Hotline
877-893-9853
Available 24/7

Benefits for Students:
- Access class syllabus online
- Turn in assignments online
- Take exams or quizzes online
- Keep track of grades on assignments and quizzes
- Communicate using the online discussion board