

How to Print with *PaperCut*

INSTALLATION GUIDES

iPhone or iPad

1. Visit at.virginia.edu/papercut
2. Once on the page, click **“Download”**.
3. Click **“Allow”** on popup saying this website is trying to download a configuration profile.
4. Go to iPhone/iPad settings and click the **“Profile Downloaded”** option that should be at the top of the settings. If the **“Profile Downloaded”** option does not appear, restart at **Step 1**.
5. Click **“Install”**.
6. If needed, enter your iPhone/iPad passcode and click **“Done”**.

Windows

1. Visit at.virginia.edu/papercut
2. Once on the page, click **“Download”**.
3. Find and run the file you just downloaded.
4. Select your language and click **“OK”**.
5. Accept the agreement and click **“Next”**.
6. Select **“HoosPrint”** and click **“Next”**.
7. Enter your computing ID for **“username”** and eservices password for **“password”**, click **“Next”**.
8. Click **“Finish”**.

Android Device

1. Visit at.virginia.edu/papercut
2. Once on the page, click **“Install or update”**.
3. You should be taken to the Google Play Store. Once there, click **“Install”**.
4. Open the app you just installed and follow the prompts to enable the correct Mobility Print permissions.

Mac OS

1. Visit at.virginia.edu/papercut
2. Once on the page, click **“Download”**.
3. Find and open the file you just downloaded.
4. Run the installation file.
5. Click **“Continue”** and accept the terms and conditions until you get to the **“Installation Type”**.
6. Click **“Install”**.
7. Click **“Close”** to finish the installation.



UVA PAPER CUT

ASSOCIATE ID CARD

The first time using the new system you may be asked to associate your card to your eservices account. Tap your card on the green/black reader, then login to the printer using your computing ID and eservices password.



VIDEO TUTORIAL

HOW TO PRINT

The primary payment method is Cavalier Advantage.

1. Select **“HoosPrint”** from the list of printers and click **“Print”**.
2. If prompted, enter your computing ID for **“username”** and eservices password for **“password”**, then proceed with printing the document.
3. Go to a UVAPrint printer, tap your UVA ID card on the reader, select your print job, and print.



CAVALIER ADVANTAGE

NOTE

- Device must be on eduroam Wi-Fi or the UVA VPN for setup and printing.
- The primary method of payment for self-service printing is Cavalier Advantage. However, there are a select number of printers that accept credit cards. Please visit at.virginia.edu/ccprinters for list of locations.

Printers provided and serviced by UVAPrint.
For technical assistance please contact UVAPrint directly.
Contact our help desk at 434.924.3785

