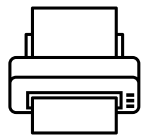# Twist Mobility Print

All mobile prints will print at Twist

Print Restrictions/Options
- Paper size: 8.5x11"
- Paper color: White
- Paper weight: 20lb (standard sheet paper)
- Ink color: Black and White <u>OR</u> Color
- Single OR Double-Sided

iOS Phone/Laptop Papercut Installation (first-time users only)
- If you already have Papercut, skip to Printing section below
- Scan QR code to download app or go to https://www.library.wisc.edu/locations/printing/wireless-printing/
- Once downloaded, open Settings on your device
- Click on General: VPN & Device Management
- Click on Papercut under Downloaded Profile
- Click Install

Printing
- Open the file/document you want to print
- Select the Share button
- Scroll down and select Print
    - 1. Click Printer Menu Option
    - 2. Select Department-Color-Mobile
- Select Print and go to Print Release Station

Print Release Station
- Login using your NetID and Password (or with your Print Card Number and PIN if that's what you used when you set up the printer on your device)
- Verify the information is correct: user, printer, document name, and cost
- Under Action in the right-hand corner, click Print
- Return to Twist printer to pick up your print project

Desktop Printing from Print Prep Station 🖨
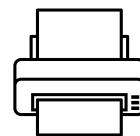
1. **Begin at Printing Guide**
   - Look at guide to identify which printer has the functions and type of paper you need

2. Print Prep Station

- Login to the desktop at the Print Prep Station with your NetID and Password
- Open the file you want to print
- Download your file as a PDF
- Access recent download history, and click the file icon next to the document you want to print
- Once in downloads, right-click the desired document, click "Open with" and then click "Adobe Acrobat"
- Once in Adobe, you will need to login with your NetID and Password
- Click "Menu" in top right corner and then "Print"
- Select the printer name you want to print your file from
- **To indicate your desired paper size, you need to change two settings:**
   - **To change settings, select "properties"**
   - **Change the document size to match the size of the paper you want. IMPORTANT: if these sizes do not match, the printer will charge you and the error light will flash. Please find a staff member to assist you if this happens during staffed hours**
   - **Change the paper type. The list is much longer than our actual paper offerings, so make sure you choose the correct one**
   - **Select 1 or 2 sided**
   - **When everything is correct, select OK**
- Note page sizing and heading in main print page.
- Once everything is correct, select "Print"
- A popup will appear to confirm your printing job. If you are a part of a department or student organization, check the dropdown at the bottom. Select if you want to pay from your personal account or the department/organization account.
- Select OK after you choose the correct account to ensure the print job gets sent.
- Head to the Print Release Station.

Desktop Printing from Print Prep Station 🖨
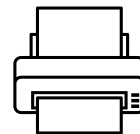
3. Print Release Station

- Once you have sent items you want to print from the Print Prep Station, you will print at the Print Release Station
- Login using your NetID and Password (or with your Print Card Number and PIN if that's what you used when you set up the printer on your device)
- Once you are logged in, you will see a screen with the items you want to print
- Check that it lists the correct user, printer, and document
- If everything is correct, click "Print" under Action
- The account will be charged and your file will print at chosen printer