

How to use remote printing – Architecture, Fall 2020

To limit the spread of COVID-19, the Illinois School of Architecture Fabrication Shops will be implementing **remote printing**. All the printers and plotters located in TBH 20 will be available to choose from when printing. Our staff will ensure your print is completed and packaged for pick up.

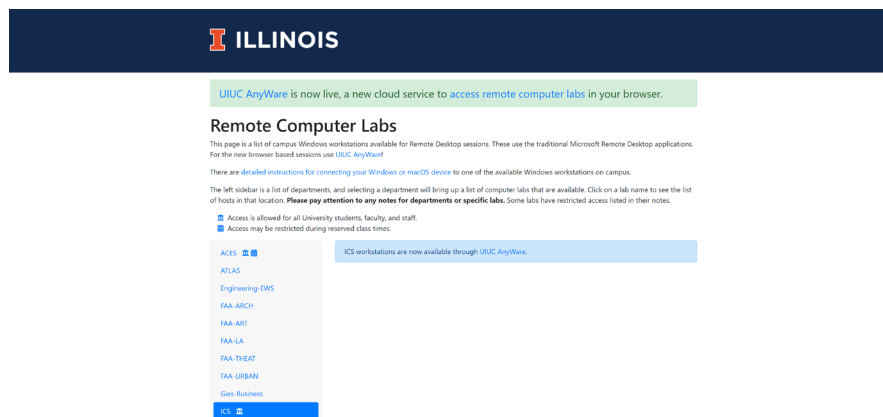
Please follow these instructions to complete your printing:

1. **Make sure the documents you need to print are in PDF format and that your NetID and date are watermarked in the bottom left corner of your print or print footer. Non-watermarked prints will not be labeled and could therefore get lost. No refunds will be issued for lost non-watermarked prints.**

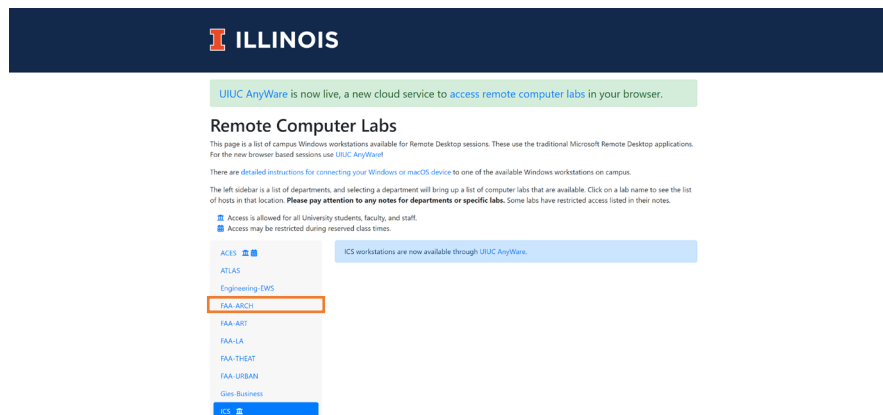
2. Upload your PDF to an online storage platform (Examples: Box, Google Drive, DropBox, etc.)

*NOTE: You cannot use a USB in the remote printing process

3. Go to <https://static.ics.illinois.edu/remote-list/> from your personal computer. Your screen should look like the image below:



4. Click on the “FAA-ARCH” link on the left side of the page



5. From the list of print labs presented, click on “Temple Hoyne Buell Hall 20”



UIUC AnyWare is now live, a new cloud service to access remote computer labs in your browser.

Remote Computer Labs

This page is a list of campus Windows workstations available for Remote Desktop sessions. These use the traditional Microsoft Remote Desktop applications. For the new browser based sessions use UIUC AnyWare!

There are detailed instructions for connecting your Windows or macOS device to one of the available Windows workstations on campus.

The left sidebar is a list of departments, and selecting a department will bring up a list of computer labs that are available. Click on a lab name to see the list of hosts in that location. **Please pay attention to any notes for departments or specific labs.** Some labs have restricted access listed in their notes.

- Access is allowed for all University students, faculty, and staff.
- Access may be restricted during reserved class times.

ACCS ATLAS Engineering-EWS FAA-ARCH FAA-ART FAA-LA FAA-THREAT FAA-URBAN GIS-Business ICS

Remote Access to Architecture lab machines is restricted to faculty teaching courses and students registered for courses within the Department of Architecture.

- Architecture 314 07/21
- Architecture Annex 100 07/25
- Temple Payne Buehl Hall 20 07/23

6. Click on “Connect” for any of the computers available

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Hostname	Status
1020-p001.kcui.illinois.edu	Connect
1020-p002.kcui.illinois.edu	Unavailable
1020-p003.kcui.illinois.edu	Connect
1020-p004.kcui.illinois.edu	Connect
1020-p005.kcui.illinois.edu	Connect
1020-p006.kcui.illinois.edu	Connect
1020-p007.kcui.illinois.edu	Connect
1020-p008.kcui.illinois.edu	Connect
1020-p009.kcui.illinois.edu	Connect

7. The remote desktop software will begin downloading in the lower left corner of your screen. Once the download is complete, click on the remote desktop software.

ACCS ATLAS Engineering-EWS FAA-ARCH FAA-ART FAA-LA FAA-THREAT FAA-URBAN GIS-Business ICS

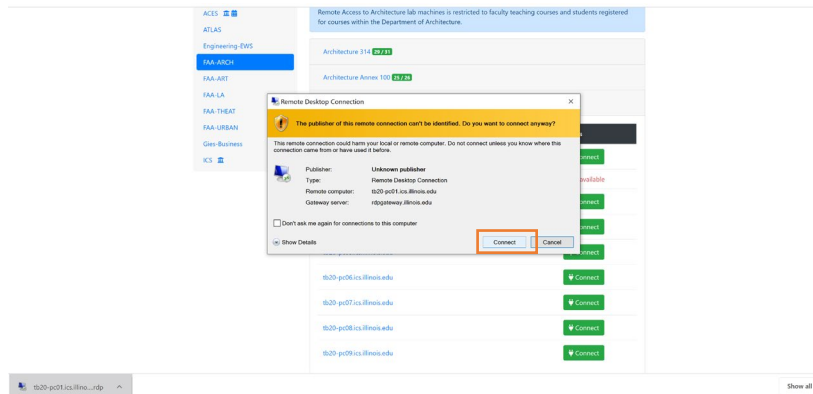
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- Architecture 314 07/21
- Architecture Annex 100 07/25
- Temple Payne Buehl Hall 20 07/23

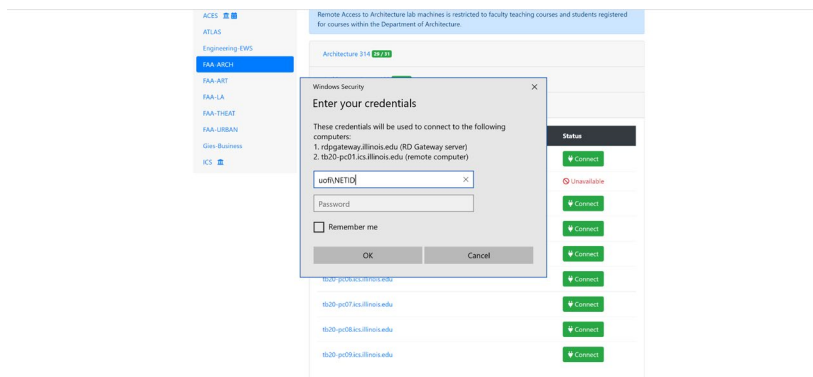
Hostname	Status
1020-p001.kcui.illinois.edu	Connect
1020-p002.kcui.illinois.edu	Unavailable
1020-p003.kcui.illinois.edu	Connect
1020-p004.kcui.illinois.edu	Connect
1020-p005.kcui.illinois.edu	Connect
1020-p006.kcui.illinois.edu	Connect
1020-p007.kcui.illinois.edu	Connect
1020-p008.kcui.illinois.edu	Connect
1020-p009.kcui.illinois.edu	Connect

1020-p001.kcui.illinois.edu Show all

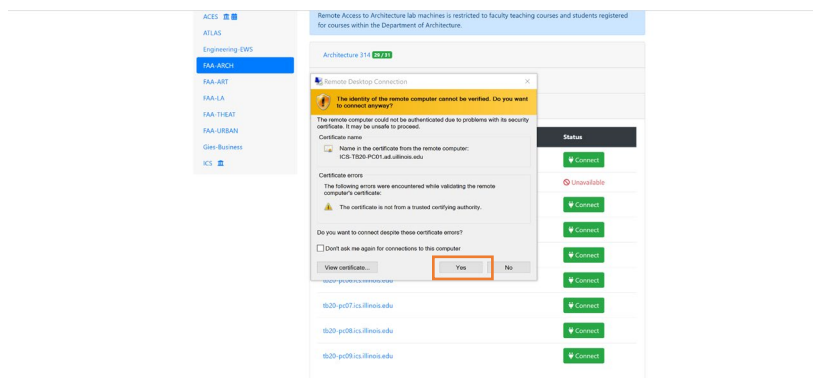
8. Click “Connect” in the pop-up box



9. Enter your credentials into the pop-up box. For the login, enter “uofi” before you enter your netID. Use the same password you use along with your netID normally.



10. Click “Yes” on the next pop-up widow as shown below:

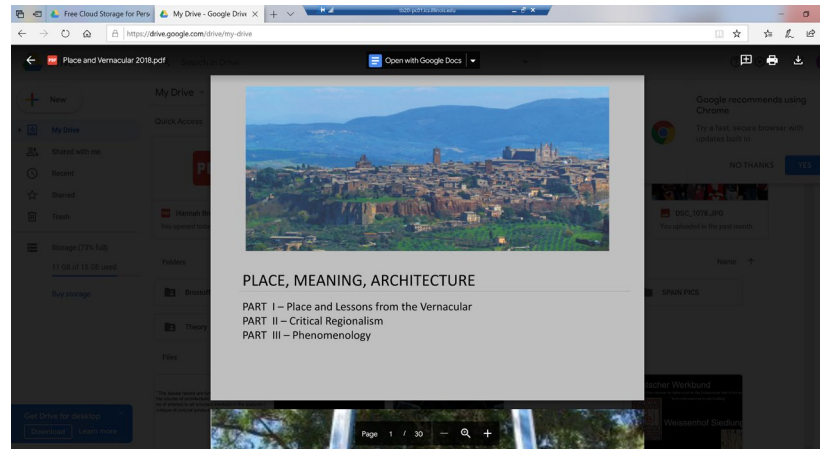


*NOTE: if you have difficulties with any of the steps above, use this link to problem solve:
<https://answers.uillinois.edu/illinois/page.php?id=98994>

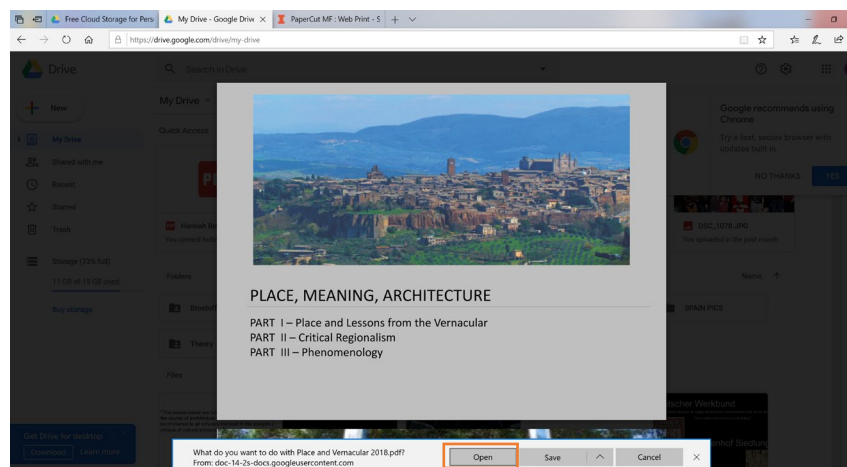
11. A screen should appear welcoming you to TBH 20 print lab. Click “OK” and you will begin to remotely log in to a computer in the lab.

12. Once your information loads, use the remote desktop to sign in to your online storage platform that has the document you would like to print (Example: Box, Google Drive, DropBox, etc.)

13. Click the download icon on your PDF document

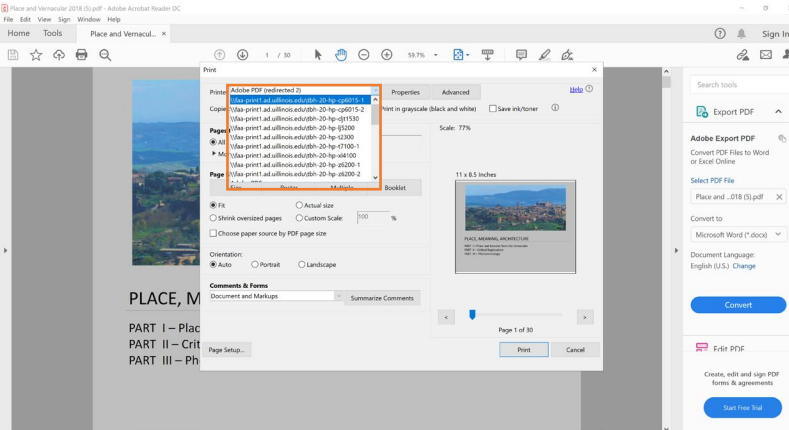


14. Click “Open” at the bottom of the screen and choose to open the document with Adobe Acrobat Reader DC



***NOTE: if you do not download and open your PDF in Adobe Reader, you will not be able to complete the printing process**

15. Click on the printer icon and choose your desired printer form the drop-down menu

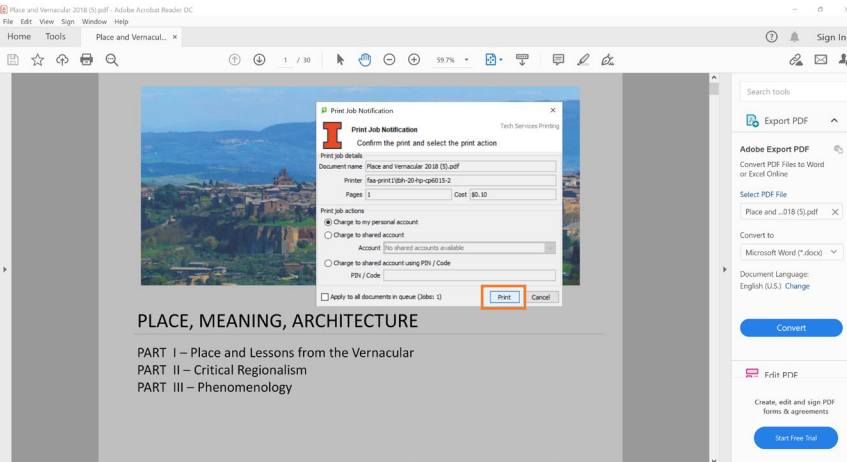


*NOTE: there is a list of the printer names and their details after the printing instructions

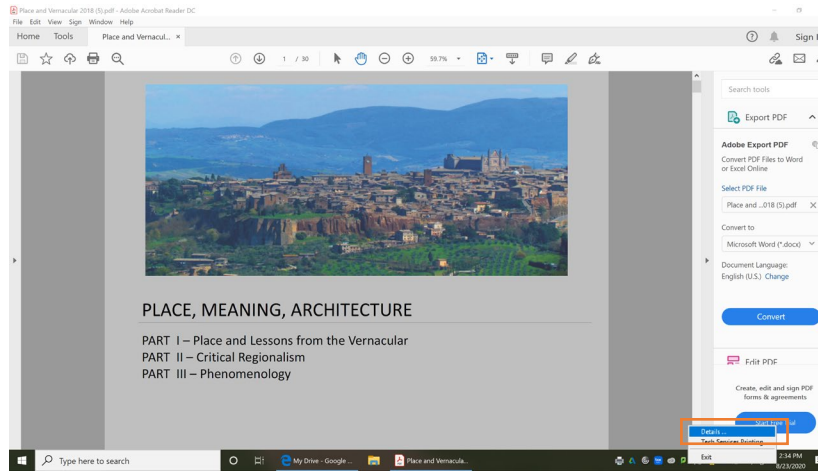
16. Once you set all your printing preferences (Color, size, fit, etc.), click “Print”

17. If you have done the previous steps correctly, a Print Job Notification screen will pop up.

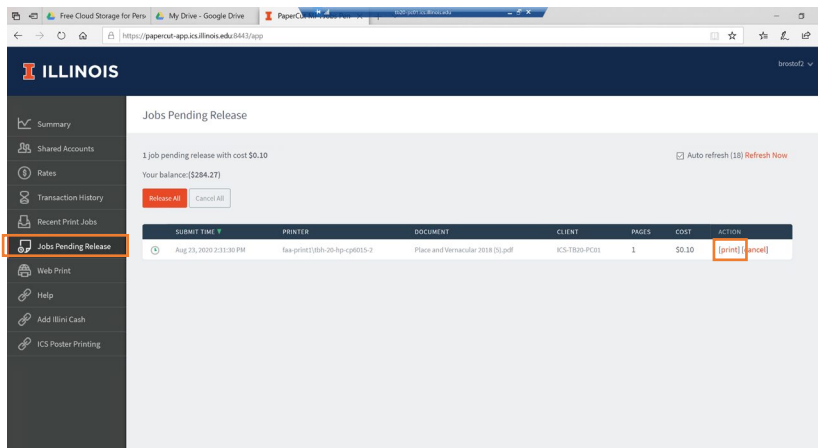
Press “Print” to send your document to PaperCut.



18. PaperCut charges your student account and allows you to release your document to actually be printed. To open PaperCut, right click on the green “P” in the lower right toolbar on your screen, then click on “Details ...”



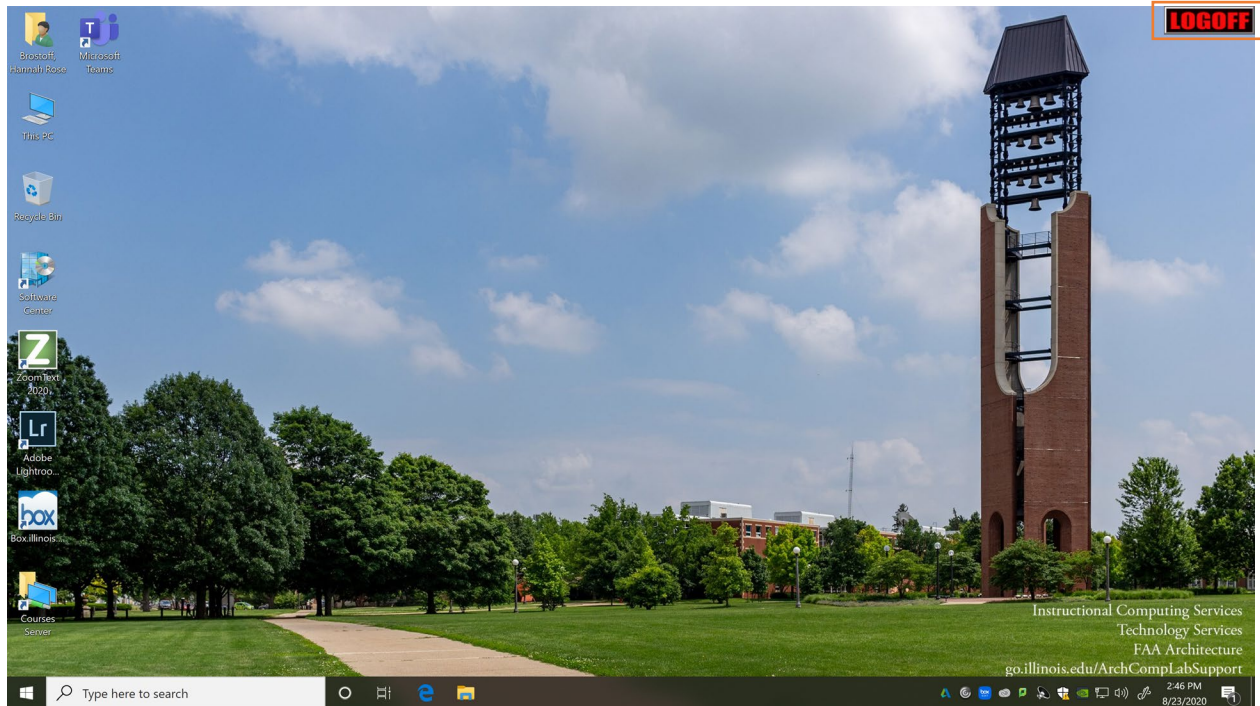
19. Use your same login credentials to sign into PaperCut. Then click “Jobs Pending Release” on the left side of the screen. You should see the information for the document you sent to the printer along with the price of the document. Click “Print” to finish the printing process.



20. A Print Lab staff member will contact you with the time and directions to pick up your print. Please follow the directions provided to you to keep you and our staff safe.

Do not forget to log out of your online storage platform and logoff from the computer when you are done printing.

21. LOGOUT of the remote desktop with the button in the upper right corner of the screen that says “LOGOFF.” You will automatically be logged out of the software as well.



THANKS!

Printing Tips:

- Whenever possible print in PDF format. Secondary is .jpeg format.
- To print B&W or grayscale and get charged the correct amount, select print in B&W or grayscale in the property settings (A refund will not be issued if done otherwise).

For issues with printing, please email arch-printing@illinois.edu (please allow 24 hours for a response).

TBH 20 Printers and Plotters

PRINTER NAME	PAPER STYLE	INK	SIZE	PRICE
LJ5200	Plain paper	Black and White	8.5" x 11" 11" x 17"	8.5" x 11" - \$0.10 11" x 17" - \$0.55 (per sheet)
CP6015-1 CP6015-2	Plain paper	Black and White Color	8.5" x 11" 11" x 17"	8.5" x 11" - \$0.40 11" x 17" - \$0.77 (per sheet)
T2300	Coated Bond paper	Black and White Color	Max. width of 36" Standard size of 36" x 42"	\$0.85 per square foot
DJT1530	Coated Bond paper	Black and White Color	Max. width of 24" Standard size of 24" x 36"	\$0.85 per square foot
XL4100	Coated Bond paper	Black and White Color	Max. width of 36" Standard size of 36" x 42"	\$0.85 per square foot
Z6200-1	Semi-Gloss Photo paper	Black and White Color	Max. width of 36" Standard size of 36" x 42"	\$1.55 per square foot
Z6200-2	Matte Photo paper	Black and White Color	Max. width of 36" Standard size of 36" x 42"	\$1.55 per square foot