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

	5
UIUC AnyWare is now liv	ve, a new cloud service to access remote computer labs in your browser.
Remote Compute This page is a list of campus Windows of For the new browser based sessions use	Iter Labs workstations walkable for Remote Desktop sessions. These use the traditional Microsoft Remote Desktop applications. BUIL AnyWavet
There are detailed instructions for conn	ecting your Windows or macOS device to one of the available Windows workstations on campus.
The left sidebar is a list of departments, of hosts in that location. Please pay at	, and selecting a department will bring up a list of computer labs that are available. Click on a lab name to see the list tention to any notes for departments or specific labs. Some labs have restricted access listed in their notes.
<ul> <li>Access is allowed for all University</li> <li>Access may be restricted during n</li> </ul>	y students, faculty, and staff. eserved class times.
ACES 🏛 🛗	ICS workstations are now available through UIUC AnyWare.
ATLAS	
Engineering-EWS	
FAA-ARCH	
FAA-ART	
FAA-LA	
FAA-THEAT	
FAA-URBAN	
Gies-Business	
ics 🏛	

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

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Remote Computer Labs This pay is a list of campa Whole workstations analysis for Remote Dealtop sessions. These use the traditional Microsoft Remote Dealtop applications. For the new horemation dealerscore and UK-Lev/Wed		
There are detailed instructions for con The left sidebar is a list of department of hosts in that location. Please pay a fit Access is allowed for all Universi eaccess may be restricted during	meeting your Windows or macGS device to one of the available Windows workstatems on campus. us and sateling a department will linning up a kit of computer labs that are available. Click on a lab name to see the list therefore han you note of departments or specific labs. Scene labs have restricted access listed in their notes. by students, laudy, and staff.	
ACIS 201 ATLAS Engineering-DUS TAA ABCH TAA-ART TAA-LA FAA-URBAN Gaite Baaness	ICS workstations are now available through UNIC AnyWare.	

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

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UIUC AnyWare is now	v live, a new cloud service to access remote computer labs in your browser.	
Remote Com The app is a for 4 ranses with the for the new bisweet band restricts The are and existing districtions. These are a for this in the for the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the state of the areas and areas and the state of the state of the state of the areas and the state of the state of the state of the areas and the state of the state of the state of the state of the areas and the state of t	<b>Remote Computer Labs</b> . The page is a list of any Wholew exclusion exclusion for the page is a list of any work of the page is a list of any work of the page is a list of page	
ACES 立備 ATLAS Encloserion, PMS	Remote Access to Architecture lab machines is restricted to faculty teaching courses and students registered for courses within the Department of Architecture.	
RAA-ARCH RAA-ART RAA-LA	Architecture 314 E72E3 Architecture Annes 100 E72E3	
FAA-THEAT FAA-URBAN Gies-Business	Temple Hoyne Build Field 20	

6. Click on "Connect" for any of the computers available

ACES 童蘭 ATLAS	Remote Access to Architecture lab machines is restricted to faculty teaching cours for courses within the Department of Architecture.	ies and students registered
Engineering-EWS	Architecture 314 29/31	
FAA-ARCH		
FAA-ART	Architecture Annex 100 25726	
FAA-LA FAA-THEAT	Temple Hoyne Buell Hall 20	
FAA-URBAN	Hostname	Status
ICS 重	tb20-pc01.ics.illinois.edu	♥ Connect
	tb20-pc02.icsillinois.edu	O Unavailable
	tb20-pc03.ics.illinois.edu	V Connect
	tb20-pc04.icsillinois.edu	V Connect
	tb20-pc05.icsillinois.edu	# Connect
	tb20-pc06.icsiliinois.edu	₩ Connect
	tb20-pc07.ics.illinois.edu	V Connect
	tb20-pc06.icsillinois.edu	# Connect
	tb20-pc09.ics.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.

ACES 室間 ATLAS	Remote Access to Architecture lab machines is restricted to faculty teaching for courses within the Department of Architecture.	courses and students registered	
Engineering-EWS	Architecture 314 22/231		
FAA ARCH			
FAA-ART	Architecture Annex 100 25726		
FAA-LA FAA-THEAT	Temple Hoyne Buell Hall 20		
FAA-URBAN	Hostname	Status	
Gies-Business ICS III	tb20-pc01.kcs/llinois.edu	<b>♥</b> Connect	
	tb20-pc02.ics.illinois.edu	O Unavailable	
	tb20-pc03.ics.illinois.edu	♥ Connect	
	tb20-pc04.ics/Ilinois.edu	# Connect	
	tb20-pc05.ics.illinois.edu	♥ Connect	
	th20-pc06.ics/illinois.edu	♥ Connect	
	tb20-pc07 ics.illinois edu	₩ Connect	
	tb20-pc06.ics.illinois.edu	₩ Connect	
	tb20-pc09.ics.Illinois.edu	# Connect	
th20-pc01.ics.iline_rdg			si

8. Click "Connect" in the pop-up box

ATLAS	for courses within the Department of Architecture.	
Engineering-EWS	Architecture 314 20/33	
FAA-ART	Architecture Annex 100 25 / 28	
FAA-LA FAA-THEAT	Remote Desktop Connection	×
Gies-Business Tr CKS 重	I menote connection could harm your local or remote computer. Do not connect unless you know where this insection came from or have used it before.	SERIES.
4	Publisher: Unknown publisher Type: Remote Daskiog Connection Remote Computer: 10:59 pdf l.cs. Illinois.edu Gateway server: rdggateway Illinois.edu	ovallable snact
	Don't ask me again for connections to this computer Show Details Connect Cancel Cancel	annect.
	tb20-pc06 ics ill nois edu	₩ Connect
	tb20-pc07.ics.illinois.edu	₩ Connect
	tb20-pc08 ics illinois.edu	# Connect
	tb20-pc09.ics.illinois.edu	♥ Connect

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.

CES 宜蘭 ITLAS	Remote Access to Architecture lab machines is restricted to faculty te for courses within the Department of Architecture.	aching cours	ies and students registered
Engineering-EWS	Architecture 314 2021		
FAA ARCH			
AA-ART	Windows Security	×	
AA-LA AA-THEAT	Enter your credentials		
FAA-URBAN	These credentials will be used to connect to the following computers:		Status
Sies-Business KS 🏛	1. rdpgateway.illinois.edu (RD Gateway server) 2. tb20-pc01.ics.illinois.edu (remote computer)		<b>♥</b> Connect
	uofi\NETID ×		O Unavailable
	Password		# Connect
	Remember me		# Connect
	OK Cancel		₩ Connect
	tozu-protoccomnois eau		<b>♥</b> Connect
	tb20-pc07.ics.illinois.edu		♥ Connect
	tb20-pc08.ics/illinois.edu		₩ Connect
	tb20-pc09.ics.illinois.edu		♥ Connect

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

ACES 🏛 🛗	Remote Access to Architecture lab machines is restricted to faculty teaching co	urses and students registered
ATLAS	for courses within the Department of Architecture.	
Engineering-EWS		
FAA-ARCH	Architecture 314 (2221)	
FAA-ART	Remote Desktop Connection ×	
FAA-LA	The identity of the remote computer cannot be verified. Do you want to connect anywey?	
FAA-THEAT	The remote computer could not be authenticated due to problems with its security	
FAA-URBAN	Certificate name	Status
Gies-Business	Nome in the certificate from the remote computer:	
KS 🟛	K-S-1020-PC01382.00H05.00U	♥ Connect
	Certificate errors The following errors were encountered while veliciating the remote	O Unavailable
	Computer is contributed:     A     The certificate is not from a trusted certifying authority.	₩ Connect
	Do you want to connect despite these certificate errors?	₩ Connect
	Don't ask me again for connections to this computer	# Connect
	View certificate Yes No	
	wev-prostannos.cov	♥ Connect
	tb20-pc07.ics.illinois.edu	₩ Connect
	tb20-pc08 ics illinois edu	♥ Connect
	tb20-pc00.ics.ilinois.edu	₩ Connect

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

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.

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	ttps://papercut-app.ics.illinois.edu/8443/app						□ ☆ ☆	h	e
								brostof	d2 🗸
₩ Summary	Jobs Pending Release								
路 Shared Accounts	1 job pending release with cost \$0.1	)				17 Auto r	efresh (18) Refres	h Now	
(\$) Rates	Your balance:(\$284.27)								
S Transaction History	Release All Cancel All								
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Heb Print									
& Help									
🔗 Add Illini Cash									
P ICS Poster Printing									

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 <u>arch-printing@illinois.edu</u> (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" - <b>\$0.10</b> 11" x 17" - <b>\$0.55</b> (per sheet)
CP6015-1 CP6015-2	Plain paper	Black and White Color	8.5" x 11" 11" x 17"	8.5" x 11" - <b>\$0.40</b> 11" x 17" - <b>\$0.77</b> (per sheet)
T2300	Coated Bond paper	Black and White Color	Max. width of 36" Standard size of 36" x 42"	<b>\$0.85</b> per square foot
DJT1530	Coated Bond paper	Black and White Color	Max. width of 24" Standard size of 24" x 36"	<b>\$0.85</b> per square foot
XL4100	Coated Bond paper	Black and White Color	Max. width of 36" Standard size of 36" x 42"	<b>\$0.85</b> per square foot
Z6200-1	Semi-Gloss Photo paper	Black and White Color	Max. width of 36" Standard size of 36" x 42"	<b>\$1.55</b> per square foot
Z6200-2	Matte Photo paper	Black and White Color	Max. width of 36" Standard size of 36" x 42"	<b>\$1.55</b> per square foot