

VALPO VIRAL

News and Updates from the Office of Information Technology

*PaperCut
Web Print*

*Valpo
Tech Talks*

*Perceptive
Out-of-Office*

PRINT ANYWHERE ON CAMPUS!

Did you know that you can print from your device to any lab printer on campus? Well you can and so can your students!

Many campus community members think that in order to print to a campus printer you have to be logged into a campus computer but that is not the case! You can log into your PaperCut account on your personal laptop and select any campus lab printer you would like to print to!

- Visit: <https://labprinters.valpo.edu/>
- Log in using your Valpo username and password
- Select “Web Print” from the left hand navigation bar
- Click “Submit a Job”
 - Scroll to select a campus lab printer
- Click “2. Print Options and Account Selection”
 - Update number of copies needed (10 is the max)
- Click “3. Upload Documents”
 - Upload documents to be printed (multiple documents can be submitted at the same time!)
- Then, click “Upload and Complete”

While students automatically receive \$50 in printing funds to last them August 1-July 31 of each year, faculty and staff receive \$20 in there account to use as well. Additional funds can be added easily on-line in your PaperCut account too, so managing your printing is easy!



Valpo Tech Talks: Let's Talk about Tech, Beacons!



Technology is bigger and more encompassing than the latest gadget or fastest connection speed. While there are many wonderful advances happening in technology through many discipline areas, there are also advances that should cause some concern. In hopes of getting our campus community talking more about the impacts of technology on our everyday lives and careers, the Office of Information Technology is hosting a series of presentations to explore where technology is going and why we all should be paying attention. All campus members are invited! Follow us on socials for details on each presentation!

@ITatValpo

Perceptive Users: Setting Out-of-Office

If you serve in a role where tasks, particularly for students, might be assigned to you for review you can use the Out of Office setting in Perceptive Content to redirect your tasks to another user during your absence. This will still send you notifications for the task, but will ALSO send them to your designated user. Want to learn how? Check out our how-to documentation in Confluence!

<https://confluence.valpo.edu/x/AoD8Eg>

