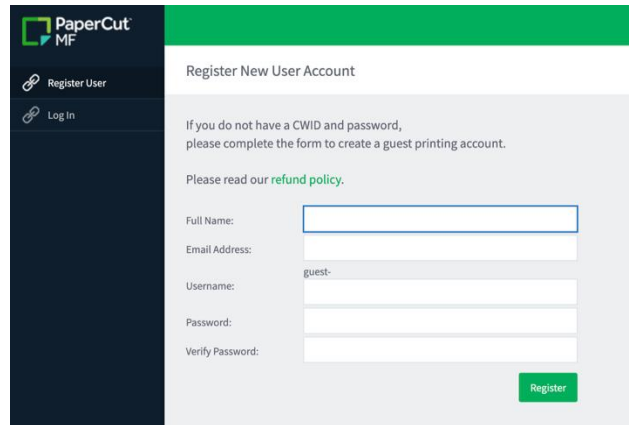
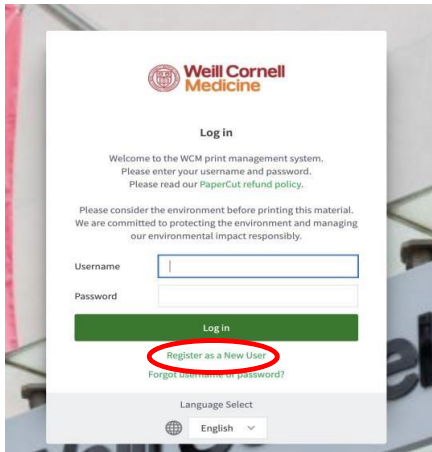
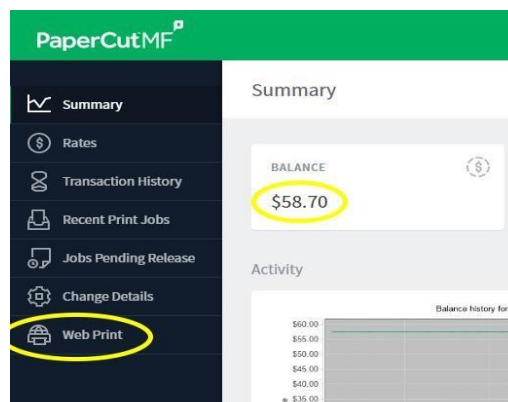


Printing in the Library using PaperCut WebPrint

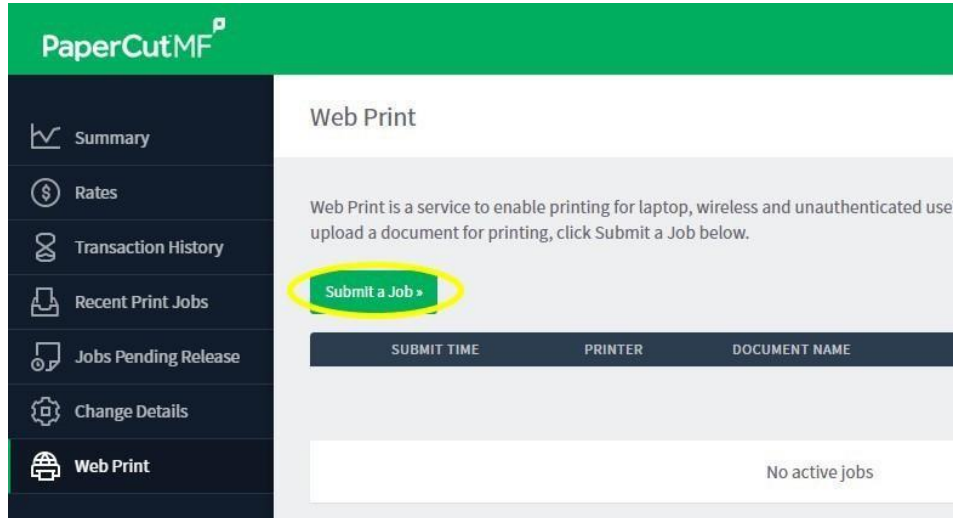
1. If this is your first time using PaperCut, you must make an account. Click “Register as a New User” and fill out the information on the screen.



- a. enter your **username** (typically your CWID)
 - b. enter your **password**
 - c. click on the **Register** button
 - d. return to the **homepage** and log in with your new credentials.
2. You will need money to print out your document. You can fill up your account using the library's Add Funds machine or by stopping by the front desk. Both options are cash-only, no change provided.
 - a. black/white document is **10¢ per page**
 - b. color document is **50¢ per page**
 3. On the sidebar menu, choose **Web Print**



4. On the succeeding page, click on the [Submit a Job](#) button



PaperCutMF

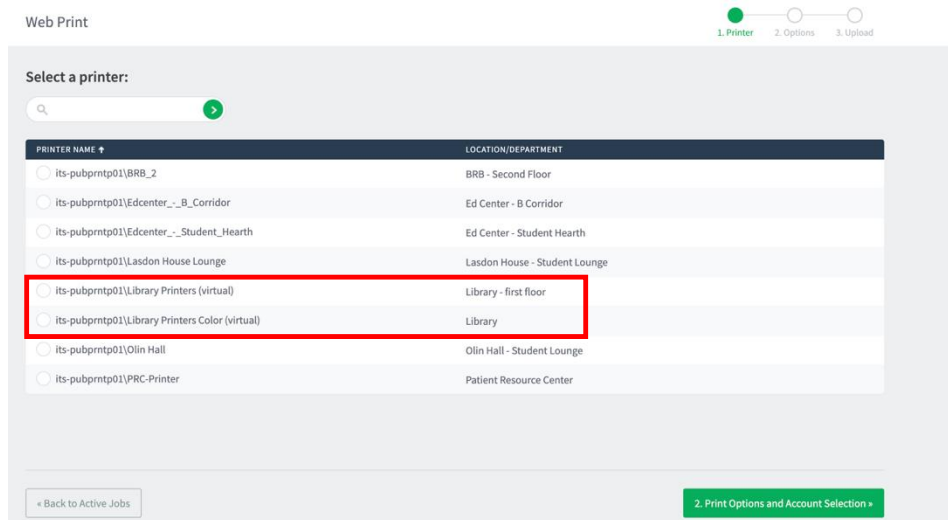
Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated use upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME
No active jobs		

5. Choose your printer, and then click [2. Print Options and Account Selection](#)
- If you want to print a black and white document, select [its-pubprintp01\Library Printers \(virtual\)](#)
 - If you want to print a color document, select [its-pubprintp01\Library Printers Color \(virtual\)](#)



Web Print

1. Printer 2. Options 3. Upload

Select a printer:

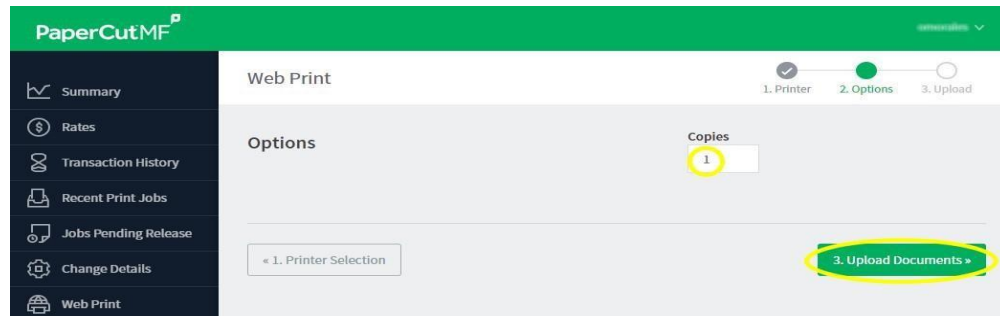
Q >

PRINTER NAME	LOCATION/DEPARTMENT
<input type="radio"/> its-pubprintp01\BRB_2	BRB - Second Floor
<input type="radio"/> its-pubprintp01\Edcenter_-_B_Corridor	Ed Center - B Corridor
<input type="radio"/> its-pubprintp01\Edcenter_-_Student_Hearth	Ed Center - Student Hearth
<input type="radio"/> its-pubprintp01\Lasdon House Lounge	Lasdon House - Student Lounge
<input type="radio"/> its-pubprintp01\Library Printers (virtual)	Library - first floor
<input type="radio"/> its-pubprintp01\Library Printers Color (virtual)	Library
<input type="radio"/> its-pubprintp01\Olin Hall	Olin Hall - Student Lounge
<input type="radio"/> its-pubprintp01\PRC-Printer	Patient Resource Center

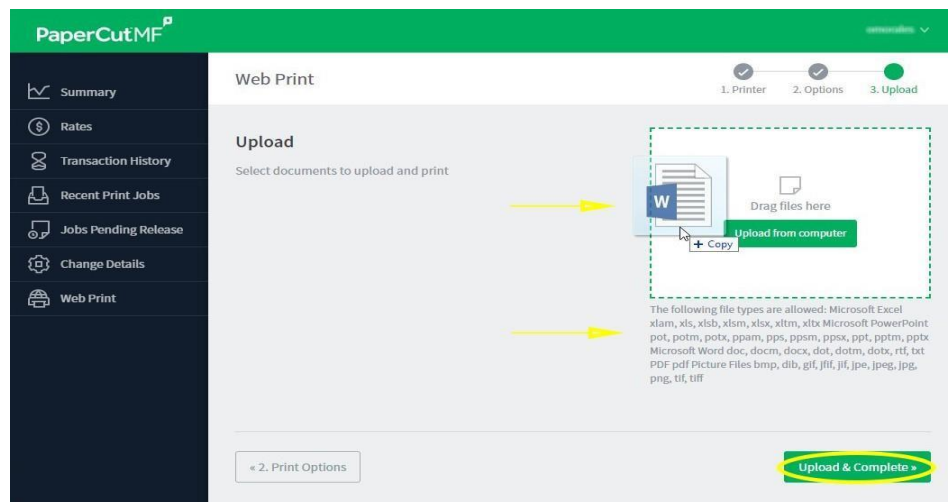
[« Back to Active Jobs](#)

[2. Print Options and Account Selection »](#)

- c. Enter the number of copies needed, then click on the [3. Upload Documents](#) button



6. Drag & drop or upload the file you want printed.
 - a. **important:** the screen informs you of the types of files it will accept to print
 - b. click on the [Upload and Complete](#) button when done



7. After successful submission of the document, the status of the printout will be displayed
 - a. if the choice of printers is Library Printers, the final status will be [Held in a queue](#)
 - b. if the choice of printers was not Library Printers, the final status will be [Finished: Queued for printing](#)

