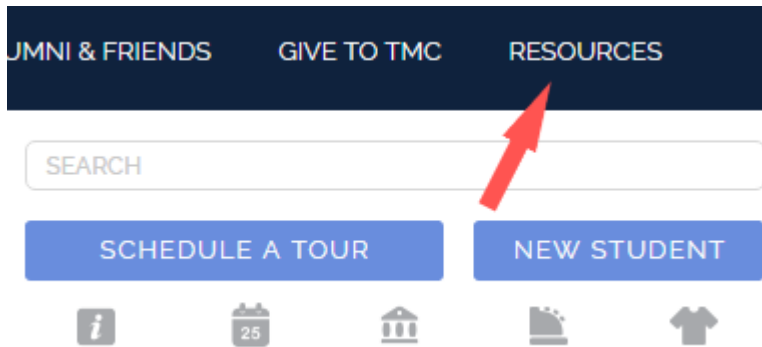
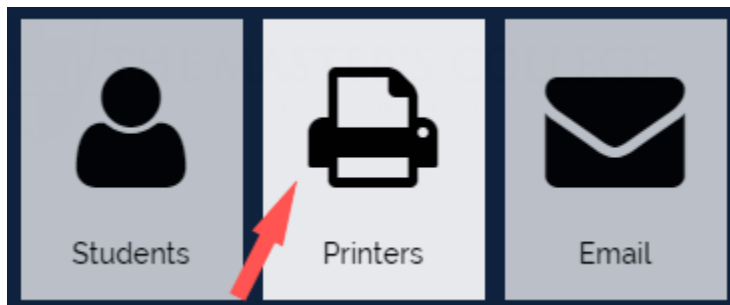


How to Access the PaperCut Web Application

1. Go to www.masters.edu and hover your mouse over **Resources**.



2. Click on the **Printers** icon.



3. Click on the large **PaperCut** button to access Web Print.

LEGAL
Discounts
Notebook Buying Guide
Media Ethics Policy
Network Use Policy
Visitor Network Access
Legal Alternatives
FAQ

your computer. Web print will allow you to upload documents and PDFs) and print to any printer on campus the driver or any additional software. Please find instructions below.



Instructions for using PaperCut Web Print

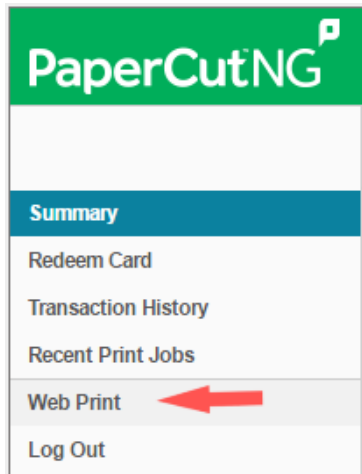
4. Enter your student username and password.

This would be the same username and password that you use for Self-Service



The image shows the PaperCutNG login interface. It features the PaperCutNG logo at the top left. Below the logo are three input fields: 'Username', 'Password', and 'Language' (set to 'English'). A 'Log in' button is located to the right of the 'Language' dropdown. Below the 'Log in' button is a link that says 'Register as a New User'.

5. On the left-hand menu, select **Web Print**.



6. Select **Submit a Job**

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs						

- 7. Select the printer you would like to print to.

The screenshot shows the '1. Printer' tab of the PaperCut web application. At the top, there are three tabs: '1. Printer' (active), '2. Options', and '3. Upload'. Below the tabs, the text 'Select a printer:' is followed by a search box labeled 'Quick Find:' and a 'Find Printer' button. A table lists various printers with their names and locations. The printer 'print16-stu/Library Student HP' is selected with a radio button. At the bottom, there are two buttons: '« Back to Active Jobs' and '2. Print Options and Account Selection »'.

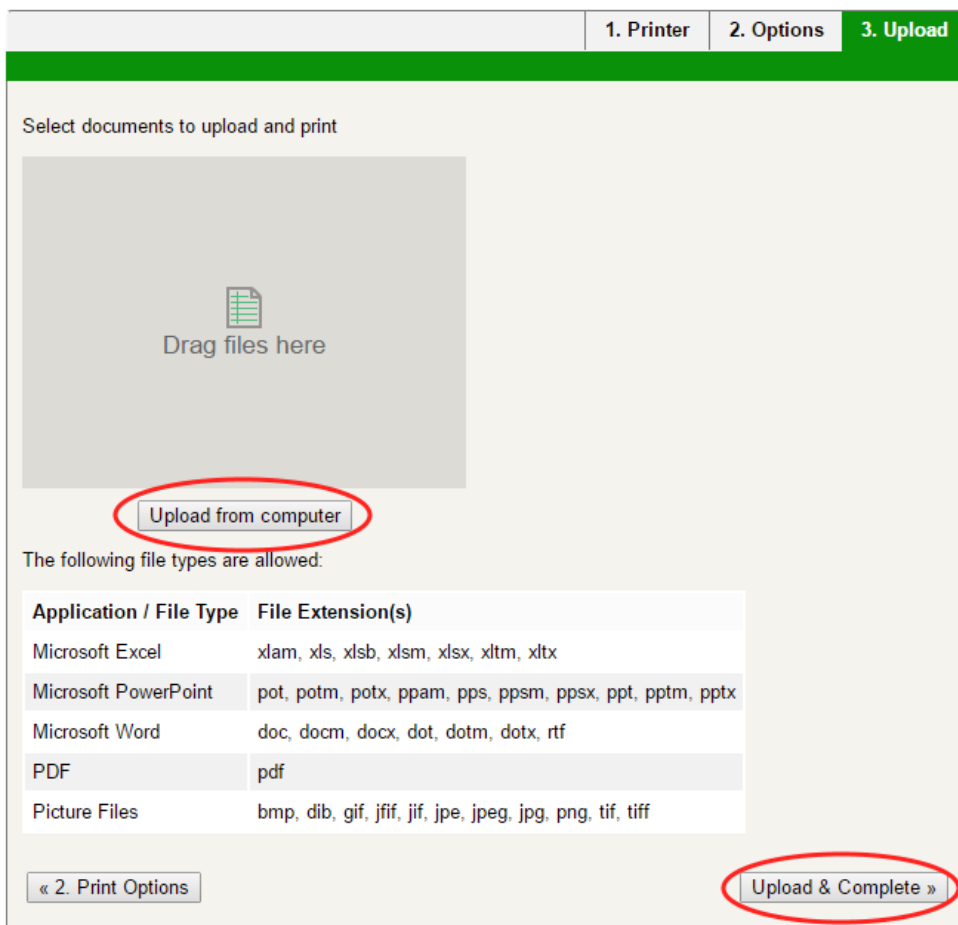
Printer Name ▲	Location/Department
<input type="radio"/> print16-stu/Business Student HP	Business Department
<input type="radio"/> print16-stu/DCP Printer - HP 1320	DCP Student Lab
<input type="radio"/> print16-stu/Dixon HP	Dixon Lounge
<input type="radio"/> print16-stu/FCS Student Printer	FCS Resource Room
<input type="radio"/> print16-stu/Hotchkiss HP	Hotchkiss
<input type="radio"/> print16-stu/Library Canon Color	Library printer room
<input checked="" type="radio"/> print16-stu/Library Student HP	Library printer room
<input type="radio"/> print16-stu/Math Lab Printer - HP 1320	RCSM Math Lab
<input type="radio"/> print16-stu/North Campus Student HP	North Campus - Bible office
<input type="radio"/> print16-stu/Slight HP	Slight
<input type="radio"/> print16-stu/Smith HP	Smith Hall - 2nd floor lounge
<input type="radio"/> print16-stu/Student Center HP	Student Center, Northwest corner
<input type="radio"/> print16-stu/Sweazy HP	Sweazy Lounge
<input type="radio"/> print16-stu/TestCS	Wisner Computer Center
<input type="radio"/> print16-stu/Waldock HP	Lounge

- 8. Click the **Print Options and Account Selection** button
- 9. Enter the number of copies you would like to print and select **Upload Documents**

The screenshot shows the '2. Options' tab of the PaperCut web application. At the top, there are three tabs: '1. Printer', '2. Options' (active), and '3. Upload'. Below the tabs, the text 'Options' is followed by a 'Copies:' label and a text input field containing the number '1'. At the bottom, there are two buttons: '« 1. Printer Selection' and '3. Upload Documents »'.

10. Select **Upload from Computer** and navigate to the file you would like to print

Please note the supported file types that are listed in PaperCut



11. Select **Upload & Complete**