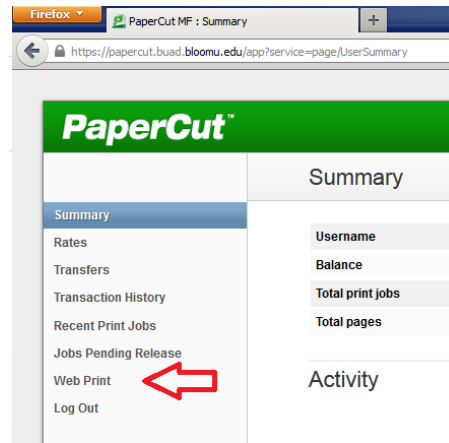
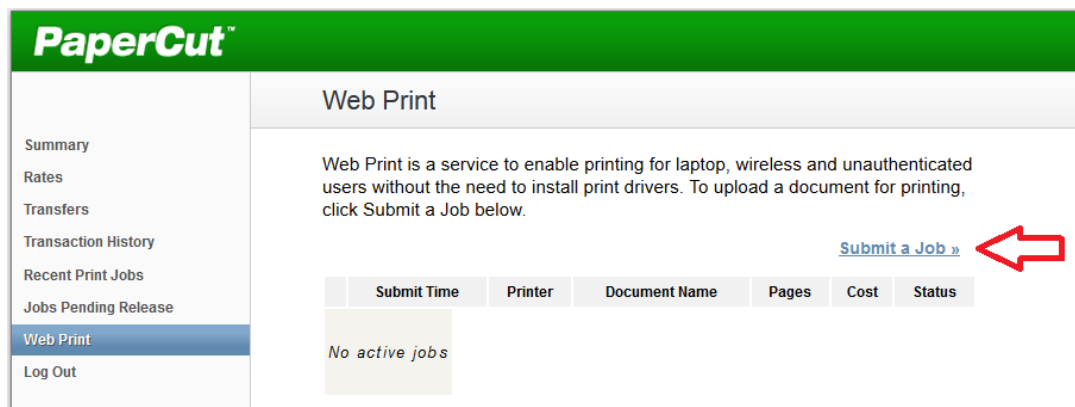


How to Print from your laptop.

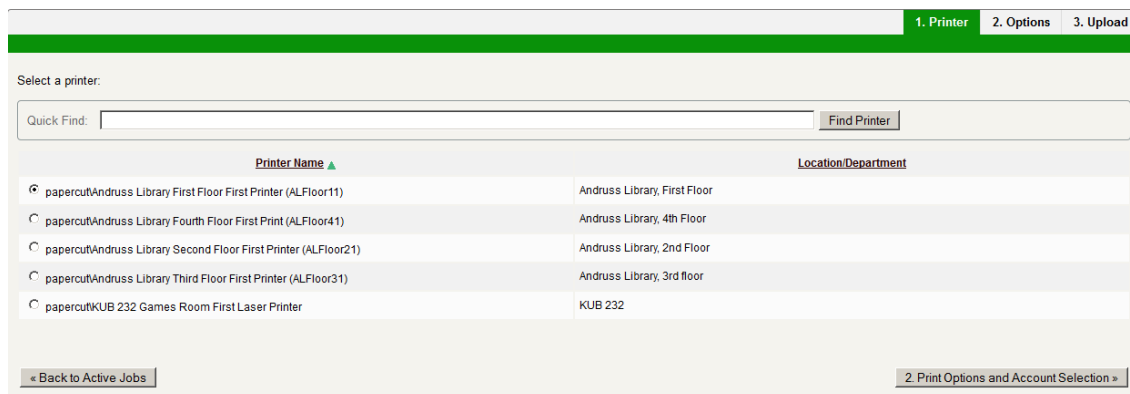
1. Launch your favorite internet browser.
2. Go to this website: <https://papercut.buad.bloomu.edu>
3. Enter your HuskyID username and password and click “Log In.” (example: abc12345@huskies.bloomu.edu)
4. Click on “WebPrint”



5. Click on “Submit a Job >>”



6. Pick a printer. We have a few available on campus, includes printers in the library and the Kehr Union Games Room.



7. Set your Options: (typically Copies:1)

1. Printer 2. Options 3. Upload

Options

Copies:

[< 1. Printer Selection](#)

[3. Upload Documents >](#)

8. Browse for the document you want to print and click “Upload & Complete.”

1. Printer 2. Options 3. Upload

Select documents to upload and print

[Browse...](#) No files selected.

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xlsm, xlsx, xltm, xlsx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf

[< 2. Print Options](#)

[Upload & Complete >](#)

9. The Webprint service will now submit your job to the printer. You can go collect it when it says: “Finished: Queued for printing”.

Your document was successfully submitted. See the table below to track its status.

Web Print

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
	Jan 14, 2014 4:33:06 PM	papercut/Andruss Library First Floor First Printer (ALFloor11)	This is a test of webprint.docx			Submitting

10. When done, click “Log Out” on the menu.