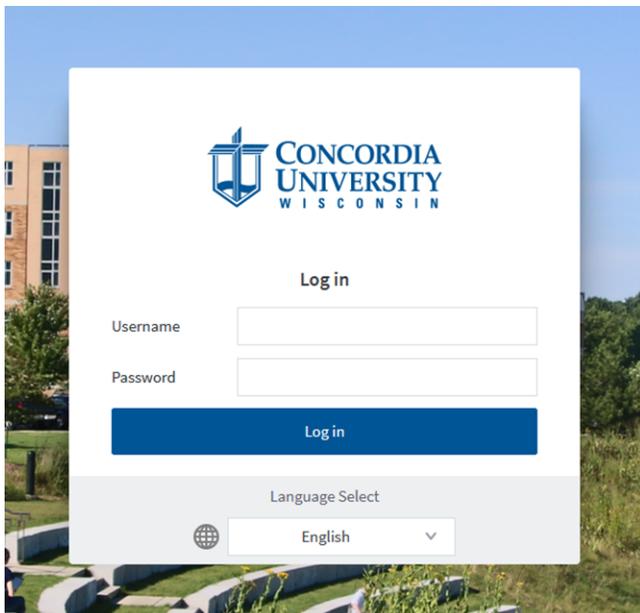
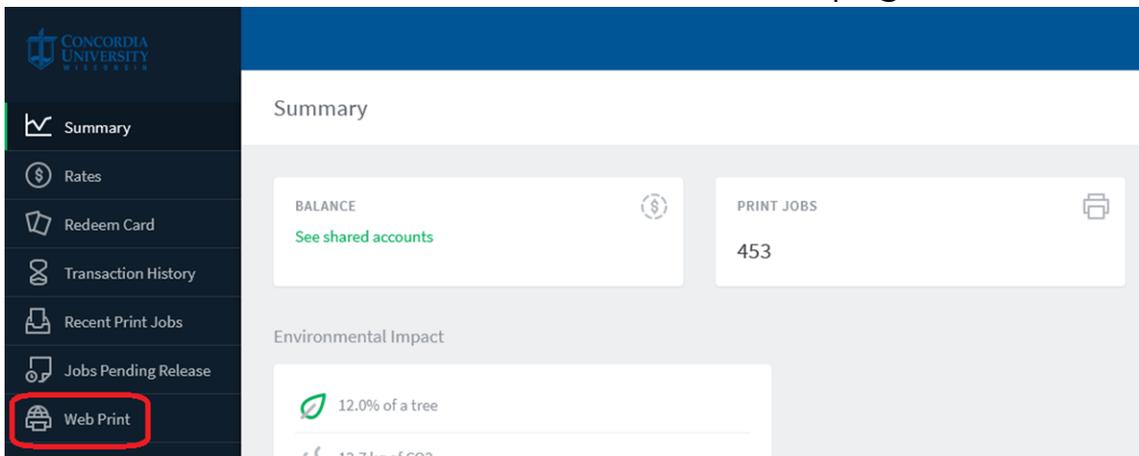


Upload and Print in Webprint (Papercut)

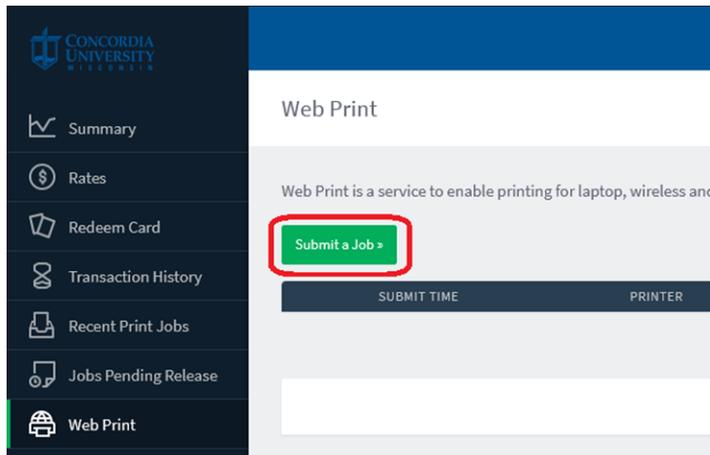
1. Navigate to the Web Print login page at: <http://cuwprint01.cuw.edu:9191/user> and enter your Username (FOO Number) and password. Select Login.



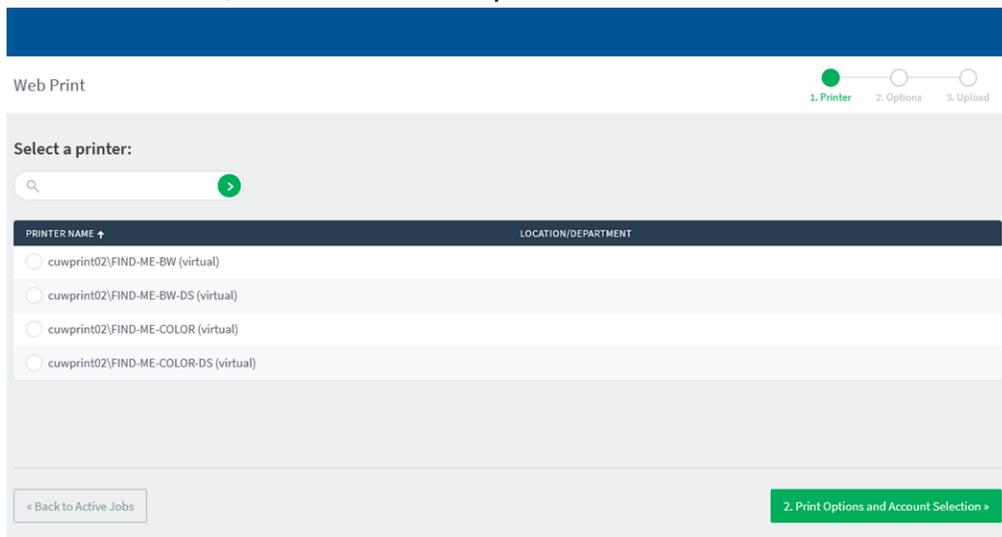
2. Select *Web Print* on the left side of the new page.



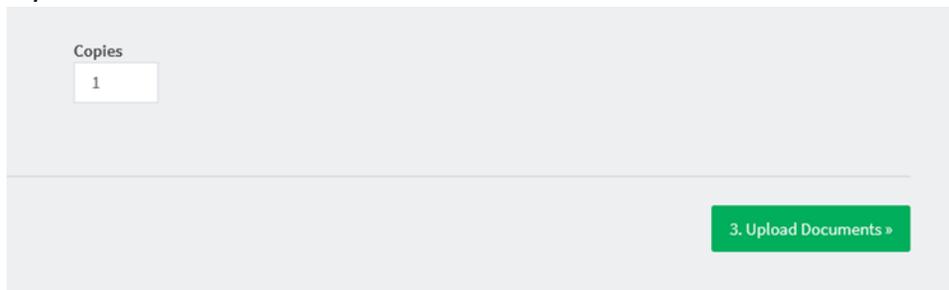
3. Select *Submit a Job*.



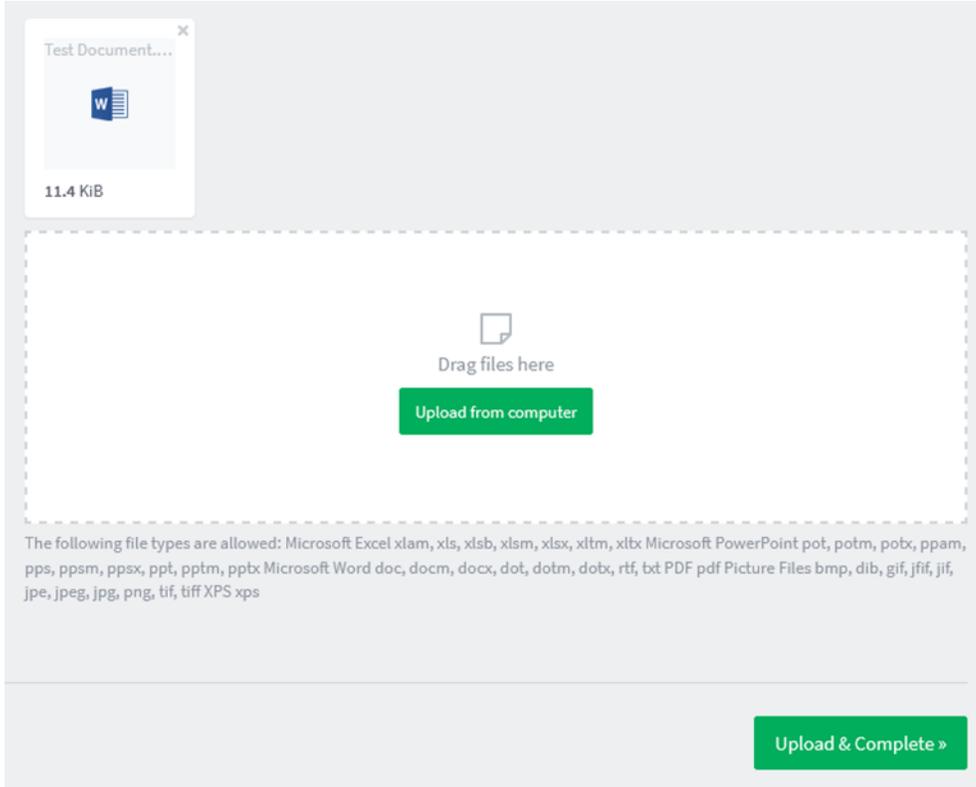
4. Select your desired formatting for the print job. This will influence whether the page is printed in black and white (BW) or color, as well as single-sided or double-sided (DS). To continue, select *Print Options and Account Selection*.



5. Enter the number of copies you would like to print and select *Upload Documents*.



6. Select *Upload from Computer* to search for the documents you want to print or drag and drop the files into the dotted section of the page. To continue, select *Upload and Complete*.



7. You will see the status of your document on the next page. After a few moments, the status should change to *held in a queue*. If there is a lot of traffic it may take a few minutes.

✔ 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
Jul 21, 2023 4:01:17 PM	cwprint02\FIND-ME-BW	Test Document.docx	1	\$0.04	Held in a queue

8. Locate the nearest printer on campus. Swipe your Falcon One card or enter your Single Sign-On credentials to log in. Select the desired files and then select *Print*.