

## **Upload and Print in Webprint (Papercut)**

 Navigate to the Web Print login page at: <u>http://cuwprint01.cuw.edu:9191/user</u> and enter your Username (F00 Number) and password. Select Login.



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

₩ Summary	Summary			
③ Rates				
🕅 Redeem Card	BALANCE See shared accounts	٢	PRINT JOBS	ē
Transaction History			453	
Recent Print Jobs	Environmental Impact			
Jobs Pending Release				
🛱 Web Print	12.0% of a tree			
	12.7 kg of CO2			

3. Select Submit a Job.



 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*.

Web Print		1. Printer 2. Options 3. Upload
Select a printer:		
PRINTER NAME +	LOCATION/DEPARTMENT	
cumprint02/FIND-ME-BW-DS (virtual)		
cuwprint02\FIND-ME-COLOR (virtual)		
« Back to Active Jobs		2. Print Options and Account Selection »

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

Copies		
1		
		3. 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	IME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 21, 2	23 4:01:17 PM	cuwprint02\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*.