

SPRING 2021 PRINTING INSTRUCTIONS

FASTEST WAY TO PRINT WITHOUT INSTALLING ANY PRINTERS

**** MAKE SURE THAT YOUR PUGET SOUND PASSWORD IS CURRENT AND NOT OUTDATED OR YOU WILL NOT BE ABLE TO PRINT**

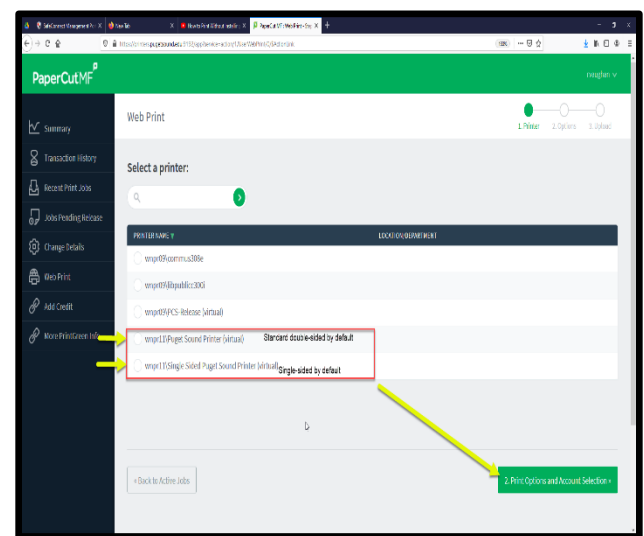
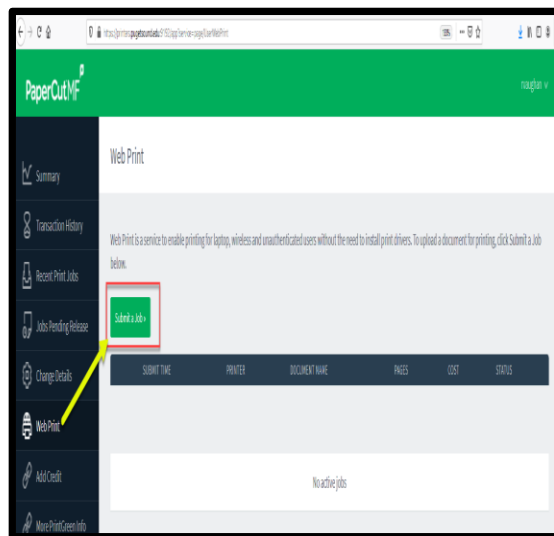
STEP 1)

From any web browser log into your **PaperCut** printing account

<https://printers.pugetsound.edu:9192/user>

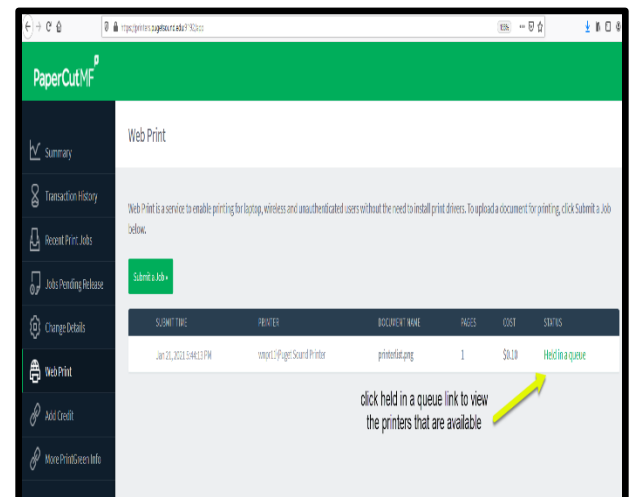
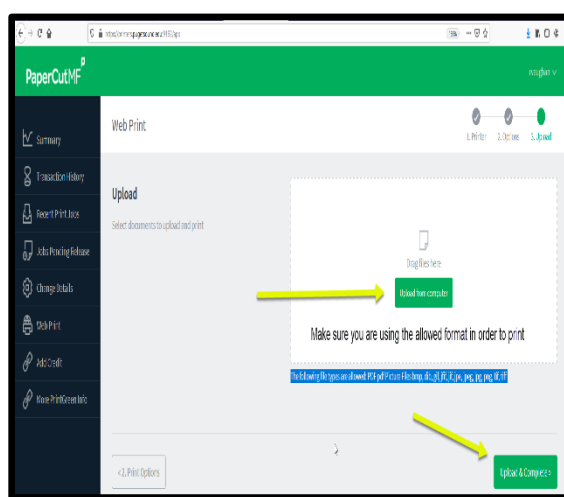
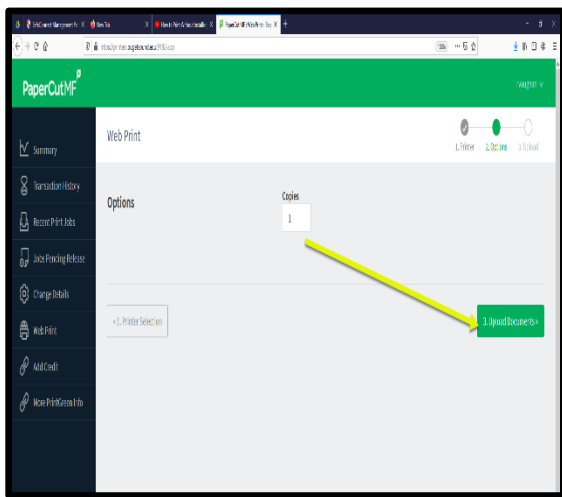
Scroll down and click on WebPrint to submit a job.

Select a virtual printer: **wnpr11\Puget Sound Printer** (defaults to double-sided) OR **wnpr11\single-sided** and click on Print Option and Account Selection.



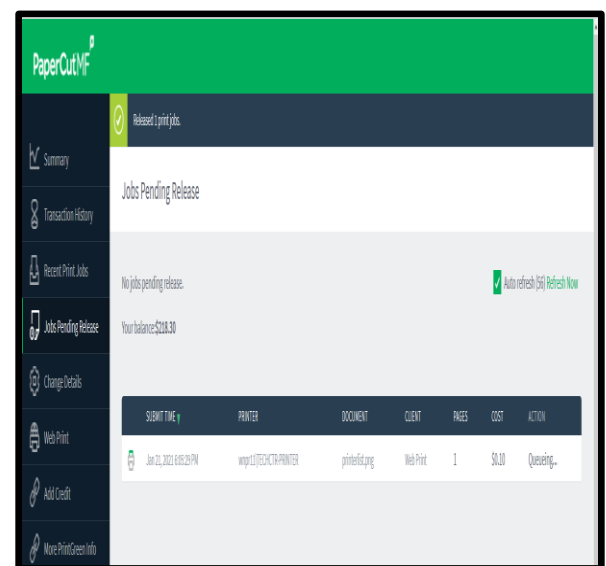
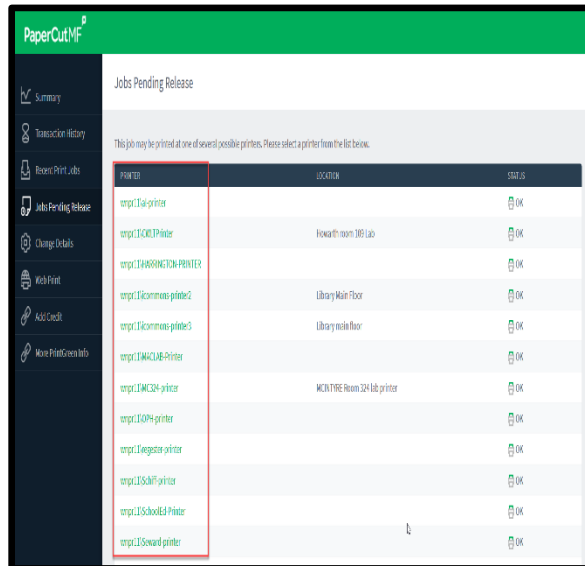
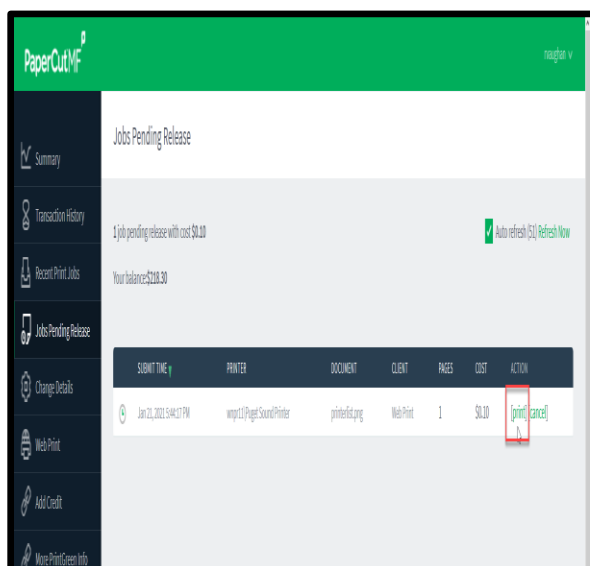
STEP 2)

Select the number of copies and upload your document(s) in the correct format. You can upload multiple documents at once. Wait for the jobs to show up in the held in the queue column.



STEP 3)

Click the [print] link to see the list of printers available and click on the printer name to send to the printer. Go to printer and retrieve your printout.



For more information and instructions on how to **install network printers onto your personal computer** visit the Student Technology website and search for printing instructions. www.pugetsound.edu/stutech

Contact Student Support Desk during normal business hours Monday – Friday 8am-5pm | 253.879.8585 #3 for printing support or if this lab needs paper or toner replaced.