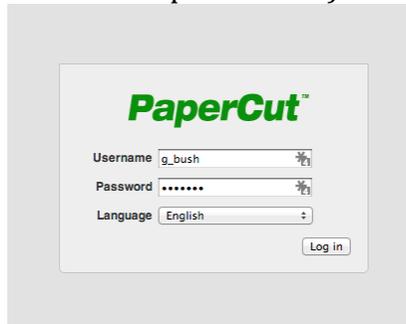


Printing from Personal Computer to School Printers

1. Open a web browser and go to the following web address:

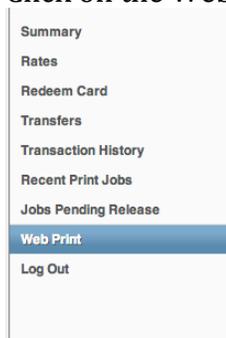
<http://gutenberg.dukes.lan:9191/user>

2. Login with your Marlinton User Name and Password (same one you login into the computers with).



The image shows a login form for PaperCut. At the top, the "PaperCut" logo is displayed in green. Below the logo, there are three input fields: "Username" with the value "g_bush", "Password" with masked characters "*****", and "Language" with the value "English". A "Log in" button is located at the bottom right of the form.

3. Click on the Web Print icon on the left.



A vertical navigation menu with the following items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (highlighted with a blue bar), and Log Out.

4. Click on the Submit a Job link.



A horizontal header bar with the text "Web Print" centered.

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.

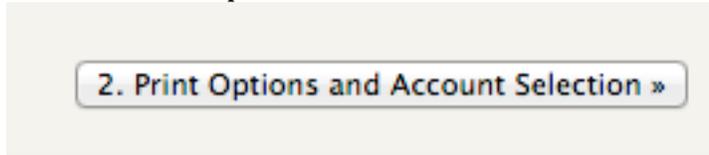
[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

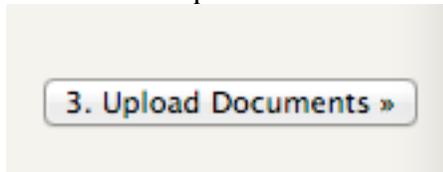
5. Choose the appropriate printer depending on the building you are at.

A screenshot of a web-based printer selection interface. At the top, there are two tabs: "Printer Selection" (selected) and "Account Selection". Below the tabs is a table with two columns: "Printer Name" and "Account Name". There are four rows, each with a radio button in the first column. The first row has "Printer 1" in the second column. The second row has "Printer 2" in the second column. The third row has "Printer 3" in the second column. The fourth row has "Printer 4" in the second column. Below the table are two buttons: "Printer Selection" and "Account Selection". At the bottom, there are two input fields: "Printer Name" and "Account Name".

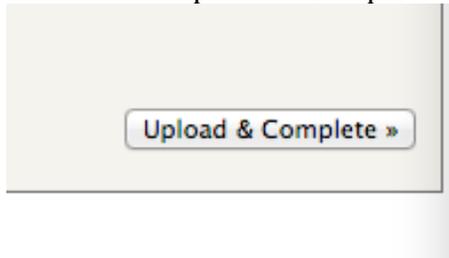
6. Click the Print Options and Account Selection button.



7. Click on the Upload Documents button.



8. Choose the file (**MUST BE IN PDF FORM**).
9. Click on the Upload & Complete button.



10. Go pickup your printed job.