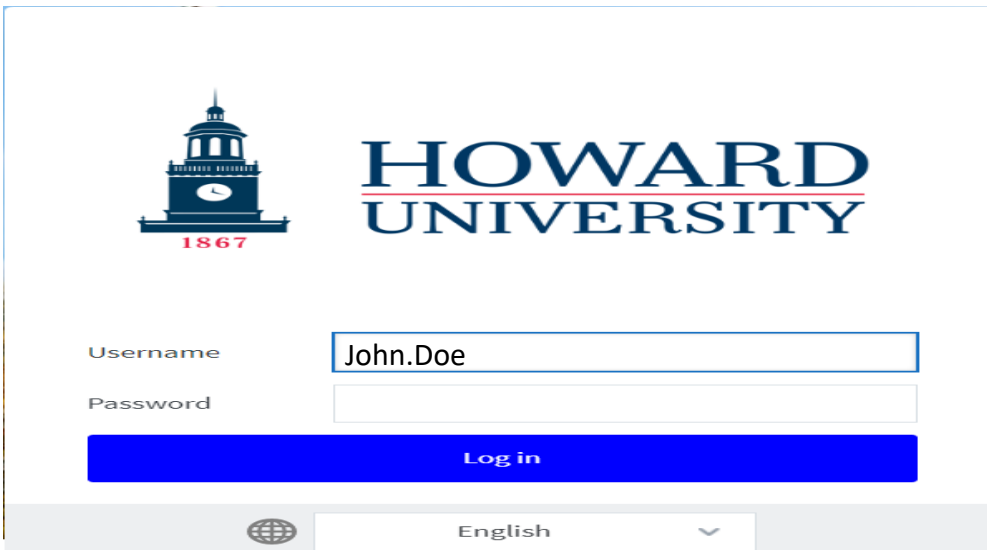# Web Print

- ❖ This can only be done on campus.
- ❖ Compatible formats: PDF Files Only
- ❖ Must be Connected to **HU-Wifi** not HU-Guests

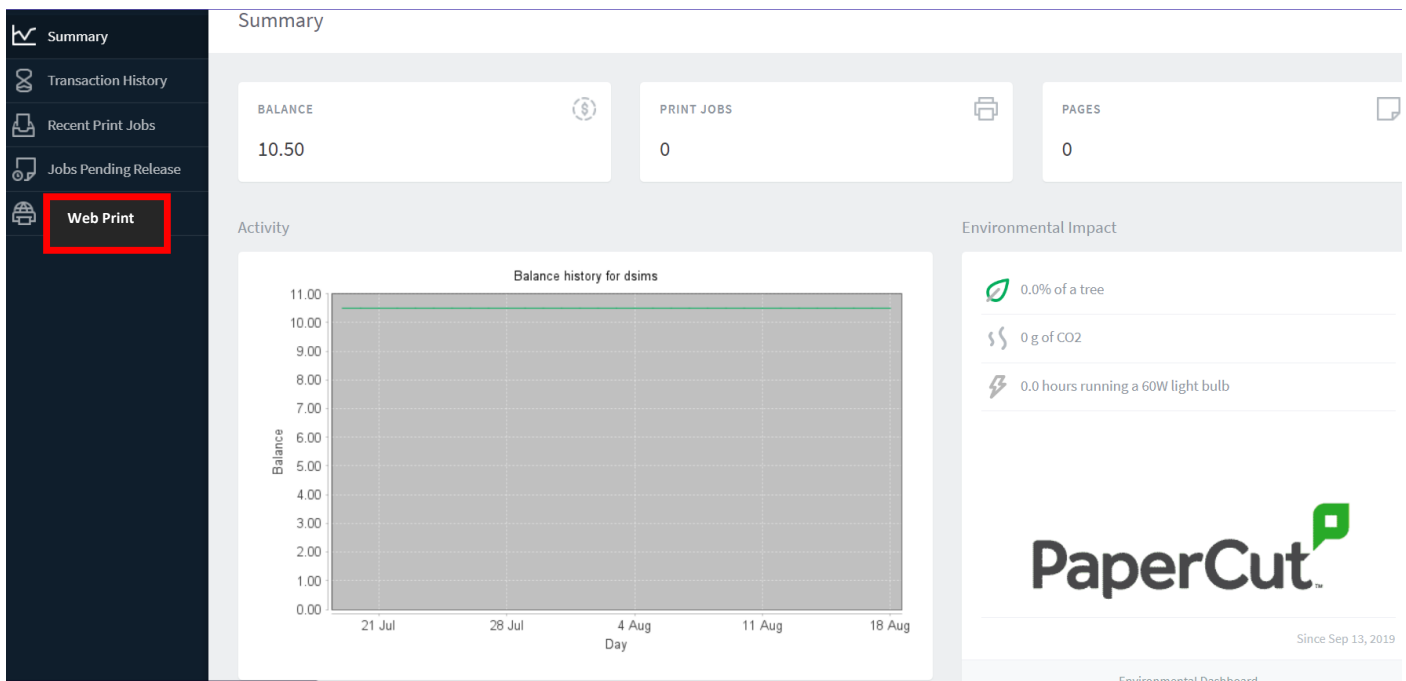****Go to: papercut.howard.edu**

Login with your Howard University Username and Password.

- ❖ **Southeast1 - Color**
- ❖ **Southeast2 - Color**
- ❖ **South1 - B/W**
- ❖ **South2 - B/W**
- ❖ **East1 - B/W**
- ❖ **East2 - B/W**
- ❖ **UGL1 - B/W**
- ❖ **UGL2 - B/W**
- ❖ **UGL3 - Color**
- ❖ **HUSL - B/W Printer1**
- ❖ **HUSL - B/W Printer2**

1. Click ***Web Print**.

o   Select the desired Printer of your choice.

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

No active jobs

2. Print Options and Account Selection

Web Print

1. Printer   2. Options   3. Upload

Summary
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
○ apinfpcpsv1\AnnexEast	East Lab
○ apinfpcpsv1\AnnexEast1	
○ apinfpcpsv1\AnnexWest1	
○ apinfpcpsv1\CollegeNorth	
○ apinfpcpsv1\East1	
● apinfpcpsv1\East2	
○ apinfpcpsv1\Southeast1	
○ apinfpcpsv1\Southeast2	

« Back to Active Jobs

Print Options and Account Selection >

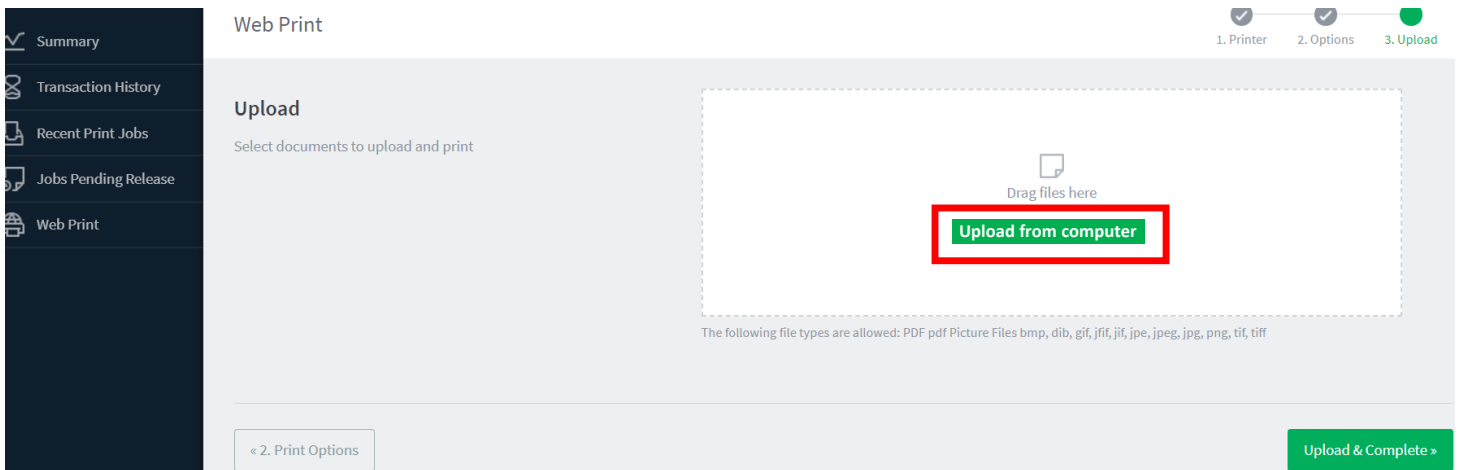o   Enter the number of copies needed.

3. Upload Documents

HOWARD UNIVERSITY

Web Print

1. Printer   2. Options   3. Upload

Summary
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print

Options

Copies

1

« 1. Printer Selection

Upload Documents >

4. Click upload from Computer.
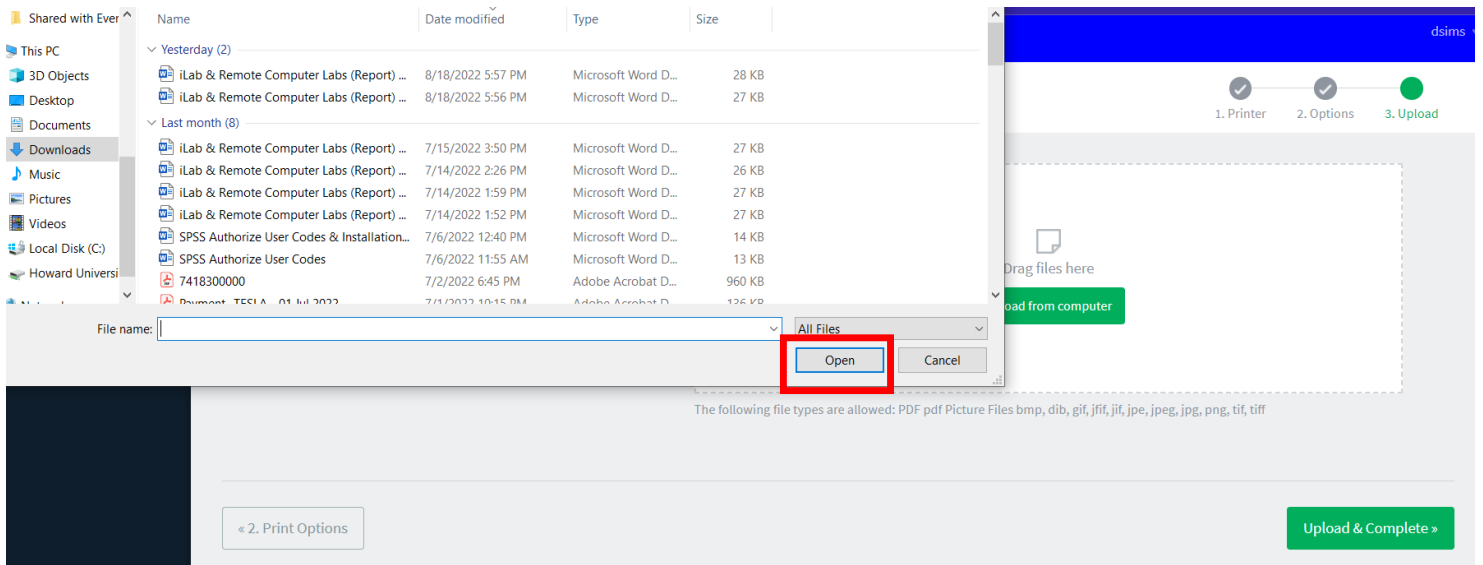
5. Select the file you want to upload and hit open.

o   Conclusion on next page

6. Click upload and complete.

Your print job will be sent to the printer and the status should indicate **finished**: **Queued for Printing**
You have successfully completed the Web-Print process.

7. Click on the "Jobs Pending Release" option and choose your print job(s) individually that was uploaded for release to the printer.