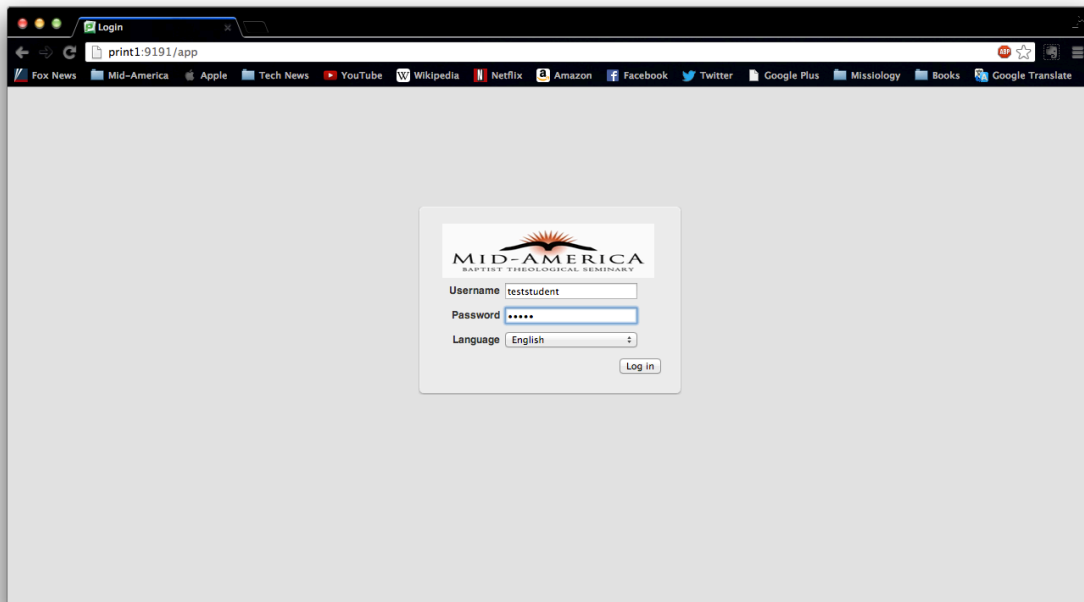


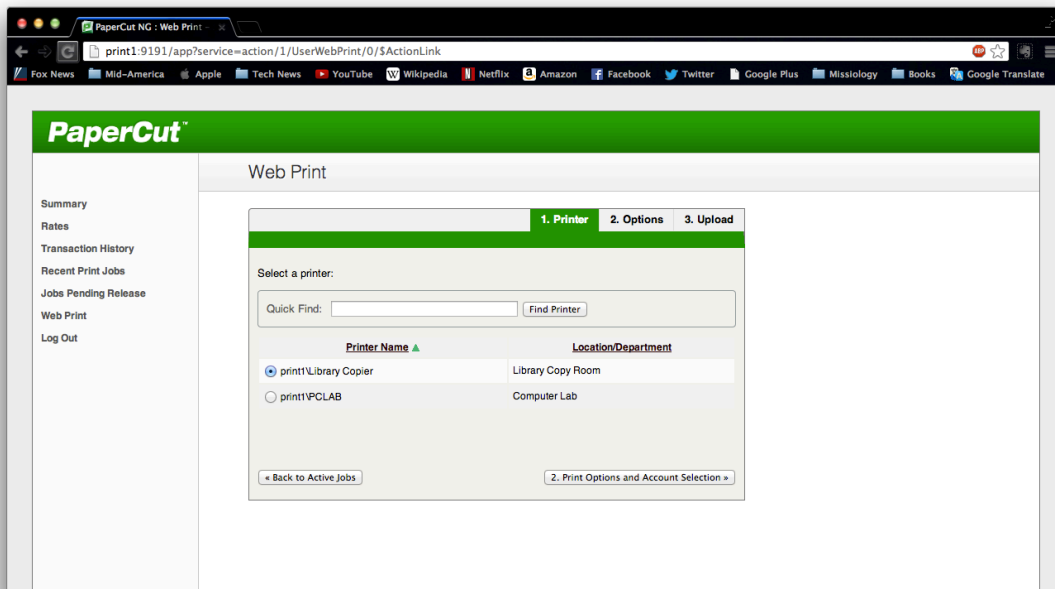


Follow these steps to print using the Web Printing feature of PaperCut:

1. On your laptop, load up a browser, type print1:9191/app in the address bar and press enter.



2. Sign in using your **Student ID** and your **SONIS PIN**. This is the same PIN given to you at orientation that you use for campus computers, your email, SONIS, and Practical Missions.
3. Click on **Web Print** followed by **Submit a Job**.
4. Select your printer between **PCLAB** or **Library Copier**. **PCLAB** prints in the lab and **Library Copier** prints in the library copy room and click **Print Options and Account Selection**.



5. Choose your number of copies then click **Upload Document**.
6. Click **Choose File** and navigate to the document you want to upload then click **Upload and Complete**.
7. After the job renders and is processed, it will be added to the queue for that particular printer. **NOTE:** Only Microsoft Word, Excel, PowerPoint, XPS files as well as PDFs are supported. Pages and other Apple software are not supported. Please convert those documents to a PDF before printing since conversion to Word files causes formatting errors. We are not responsible for formatting errors when you convert a Pages file to Word.