

PaperCut Web Print

***YOU MUST BE CONNECTED TO THE
“EDUROAM” WIRELESS NETWORK***

You are now able to print PDF documents to the campus Xerox's using the web. This service is available for all students, staff, and faculty with active UMW accounts. To print from the web:

1. Go to: <http://printserver:9191/user>
2. Sign in with your UMWestern credentials
3. Select “**Web Print**” in the left margin
4. Click “**Submit a Job**” and select the desired printer
5. Click “**Print Options and Account Selection**”
6. Click “**Upload your documents**”,
7. Click “**Upload from Computer**” or drag files as indicated
8. Click “**Upload and complete**” and you're done!