Using Wireless Printing with PAPERCUT

[NOTE: To print any PDF or Microsoft Office file (Word, Excel, Powerpoint) follow the instructions below. If printing an article from a library database always choose the PDF version if given the option. To print a webpage, you must first copy/paste into a MS Office document and save it. Also, for email attachments, first download to your device.]

- 1. Log into your Nichols Onelogin page [https://nichols.onelogin.com/]
- 2. Click on the PaperCut button
- 3. Click on Submit a Job

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	Web Print					
	Web Print is a service to enable printing for laptop or other wireless devices without the need to install print drivers. To upload a document for printing, click Submit a Job below. ALL printouts sent after the library closes can be found at the STAR Desk the following morning when the library opens.					ument for printing, click
	Submit a Job »					
	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS

4. Select a printer, then click Print Options and Account Selection

PRINTER NAME 🕈	LOCATION/DEPARTMENT
watson\AB-125-Print	Academic Building 1st Floor 125
watson\Library_Lower-Fle	ant Library 2nd Floor
watson\Library_Main-Floor	Conant Library 3rd Floor
watson\Library_Upper-Floor	Conant Library 4th Floor
« Back to Active Jobs	2. Print Options and Account Selectio

5. Choose the number of copies needed and click Upload Documents

Options	Copies 1
« 1. Printer Selection	3. Upload Documents »

6. Locate and select the file to print and click **Upload & Complete** (Note: To print a webpage or image, use copy/paste into a Word document.)

Upload	
Select documents to upload and	print Drax files here Upload from computer The following file types are allowed: Microsoft Excel xlam, xla xlsb, xlsm, xlsx, xltm, xttx
	n, potx, ppam, pps, ppsm, ppsx, pptm, pptx Microsoft Word stx, rtf, txt PDF pdf Picture Files bino, dib, gif, jiff, jif, jpe, jpeg, jpg,
« 2. Print Options	Upload & Complete »

7. Your file has been sent to the printer! (**NOTE:** You will not see a preview display of the print nor have the option to cancel the print job once submitted. Note: Large files may take a few moments to print. ALSO, there is a 25 page limit per print job.

V S	leb Print is a service to enable printing for laptop or other wireless devices without the need to install print drivers. To upload a document for printing, click ubmit a Job below.							
		ALL printouts sent after the library closes can be found at the STAR Desk the following morning when the library opens.						
	Submit a Job »							
		SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS	
	•	Aug 16, 2017 9:46:05 AM	watson\Library_Main- Floor	Fair list.doc			Rendering successful. Preparing job for processing.	

8. The print will be recorded and summarized under the Recent Print Jobs tab.