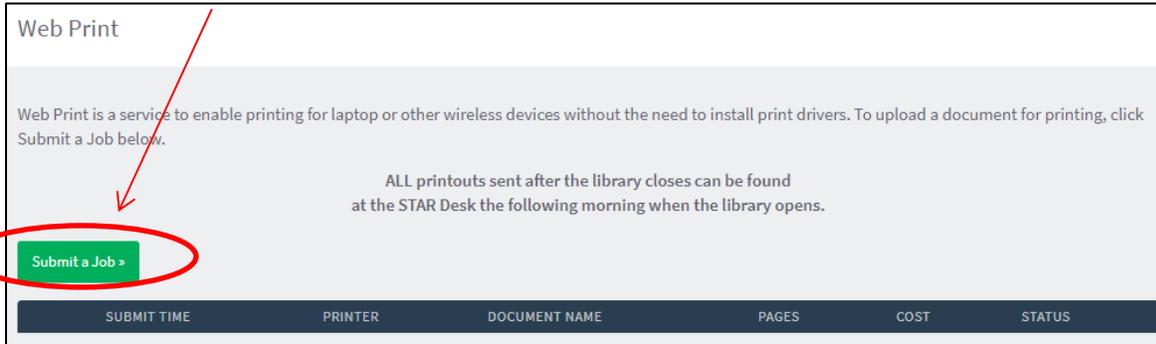


# Using Wireless Printing with PAPER CUT

**[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**



Web Print

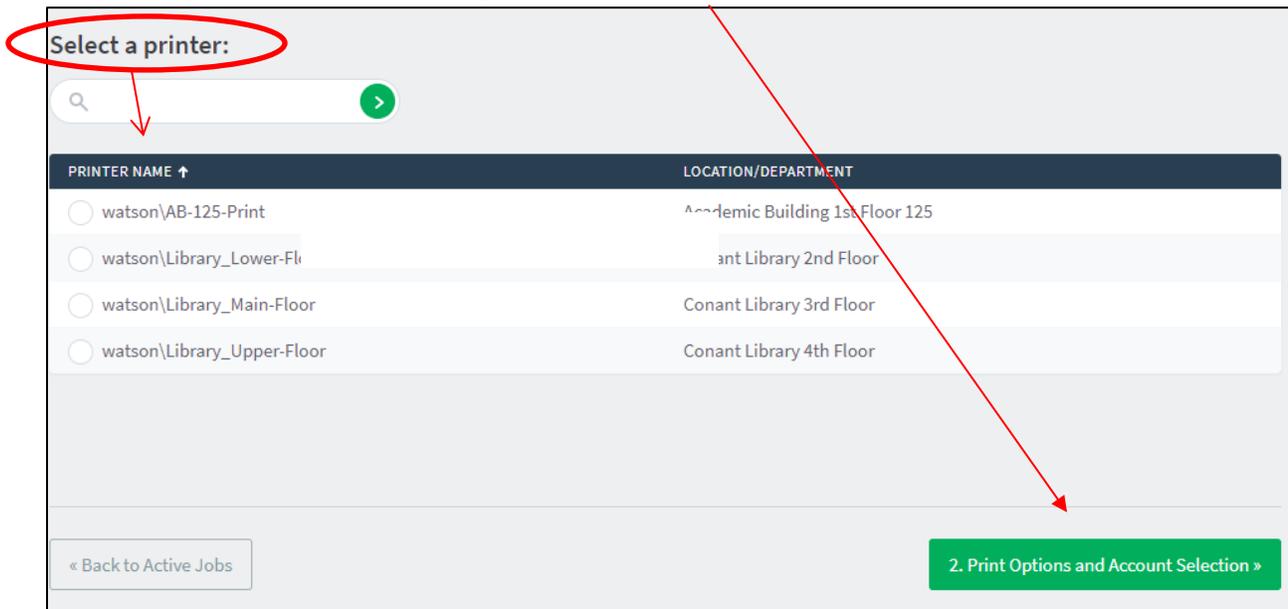
Web Print is a service to enable printing for laptop or other wireless devices without the need to install print drivers. To upload a document for printing, click Submit a Job below.

ALL printouts sent after the library closes can be found at the STAR Desk the following morning when the library opens.

**Submit a Job >**

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
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4. Select a printer, then click **Print Options and Account Selection**



**Select a printer:**

Search: [ ] [ > ]

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> watson\AB-125-Print	Academic Building 1st Floor 125
<input type="radio"/> watson\Library_Lower-Flo	Conant Library 2nd Floor
<input type="radio"/> watson\Library_Main-Floor	Conant Library 3rd Floor
<input type="radio"/> watson\Library_Upper-Floor	Conant Library 4th Floor

« Back to Active Jobs

**2. Print Options and Account Selection >**

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



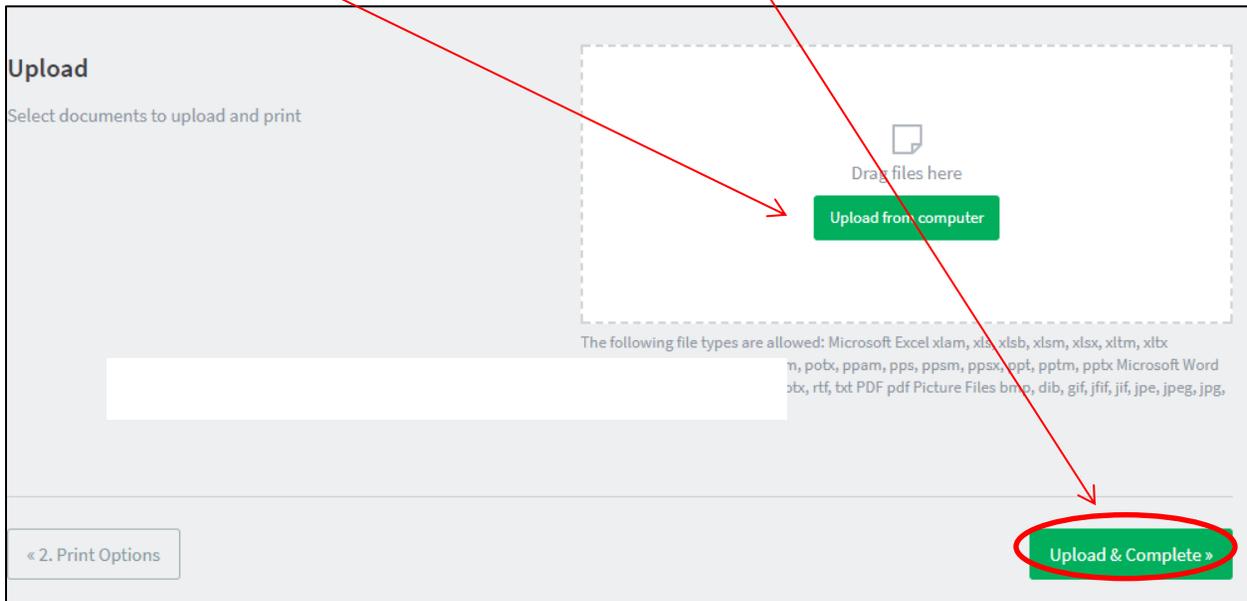
Options

Copies: [ 1 ]

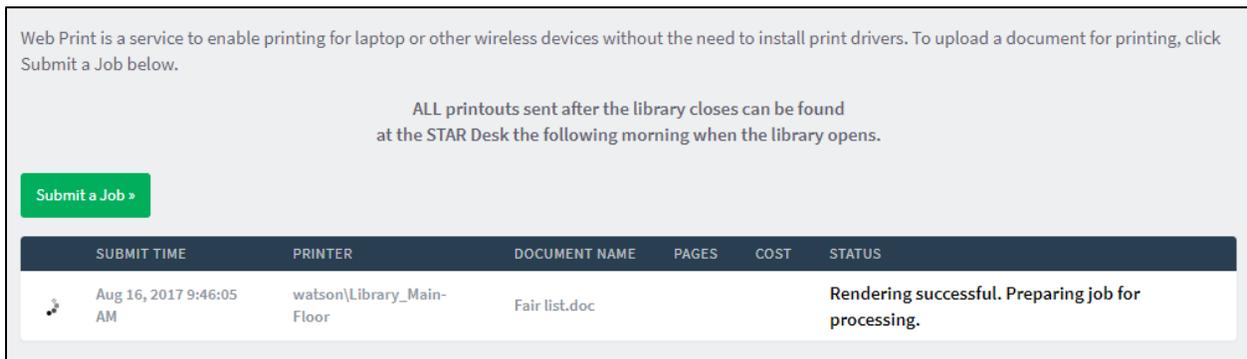
« 1. Printer Selection

**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.)



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.**



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