How to Print from your laptop.

1. Launch your favorite internet browser.
2. Go to this website: https://papercut.buad.bloomu.edu
3. Enter your HuskyID username and password and click “Log In.” (example: abc12345@huskies.bloomu.edu)
4. Click on “WebPrint”

5. Click on “Submit a Job >>”

6. Pick a printer. We have a few available on campus, includes printers in the library and the Kehr Union Games Room.

7. Set your Options: (typically Copies:1)
8. Browse for the document you want to print and click “Upload & Complete.”

9. The Webprint service will now submit your job to the printer. You can go collect it when it says: “Finished: Queued for printing”.

10. When done, click “Log Out” on the menu.