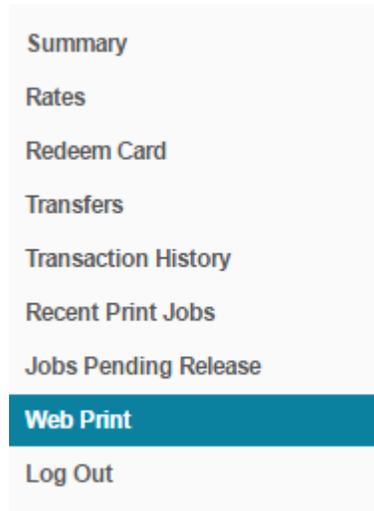


## Web-Printing Instructions

1. Navigate to <https://papercut.ivytech.edu>. Students need to be logged on to the **IvyStudent** Wi-Fi network to use this feature, while staff and faculty should use **IvyStaff**.
2. Login with your MyIvy username and password.
3. The summary page will load, showing the current balance remaining, the number of print jobs, and the number of pages printed. Please note that faculty and staff might see a negative balance, and this can be disregarded.
4. Click on **Web Print** from the navigation window.



5. Click **Submit a Job**.
6. Select the appropriate print queue(See image below), then click on **Print Options and Account Selection**.

### Web Print

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> co-papercutp8\Web color double-sided (virtual)	web print only
<input type="radio"/> co-papercutp8\Web color single-sided (virtual)	web print only
<input type="radio"/> co-papercutp8\Web monochrome double-sided (virtual)	web print only
<input type="radio"/> co-papercutp8\Web monochrome single-sided (virtual)	web print only

7. Specify the number of copies you require under **Copies**, then proceed to click on **Upload Documents**.
8. You can either drag and drop a file into the window, or click on **Upload from computer** to select your file. Repeat this step if you want to upload multiple files. Please note the acceptable file types.
9. Select **Upload & Complete**.

### Visit a Toshiba Multifunction Printer and Release the Print Job

1. Locate a Toshiba multifunction printer on campus.
2. Log in at the console on the printer using either your print fob or by typing your Ivy Tech credentials. The fob scanner(Staff and faculty only) is to the left of the printer console screen.
3. Select **Print Release** from the printer console.
4. Select the print jobs you want to print, and select **Print**.