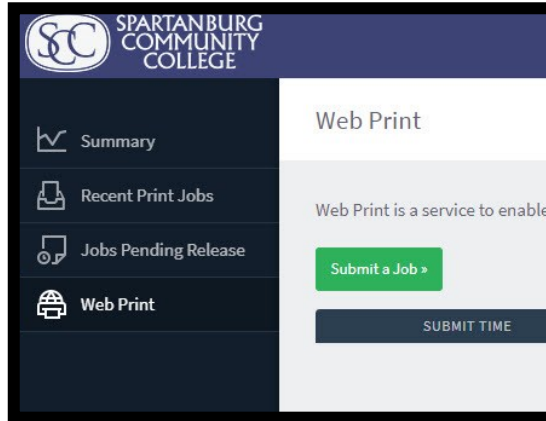


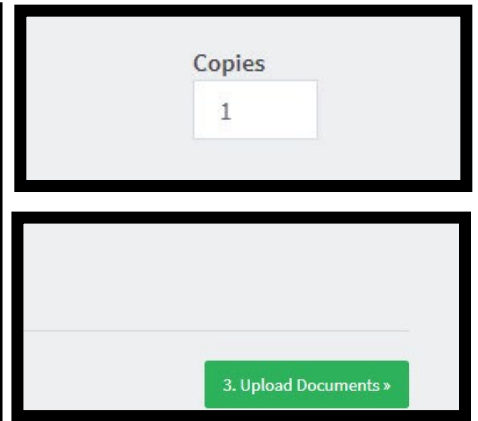
How to Print from Your Personal Computer to Downtown Library Printer



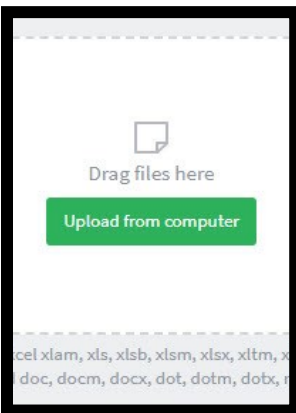
1. Go to <https://papercut.sccsc.edu> (or look for the link in the SCC Portal) and sign in with your SCC ID and password.



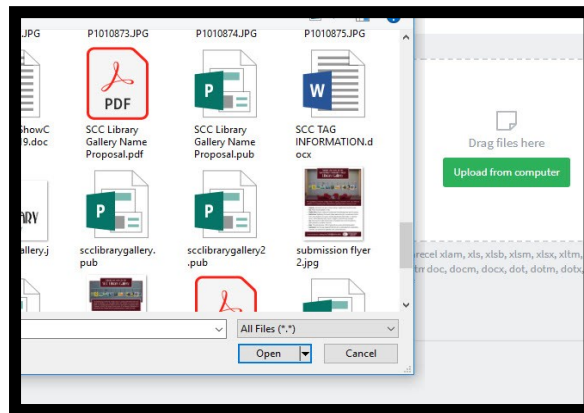
2. When the page opens, go to the **Web Print** tab and click **Submit a Job**.



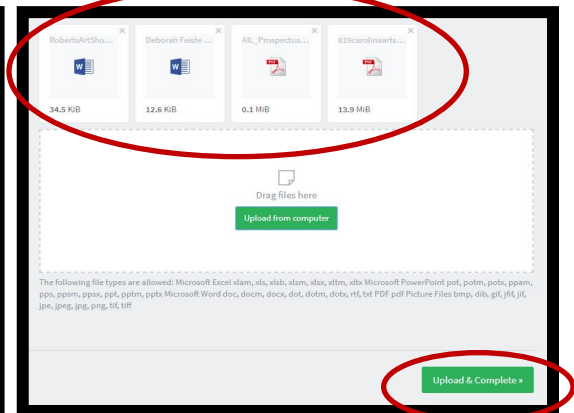
3. When the next page opens, select the number of copies, then click **Upload Documents**.



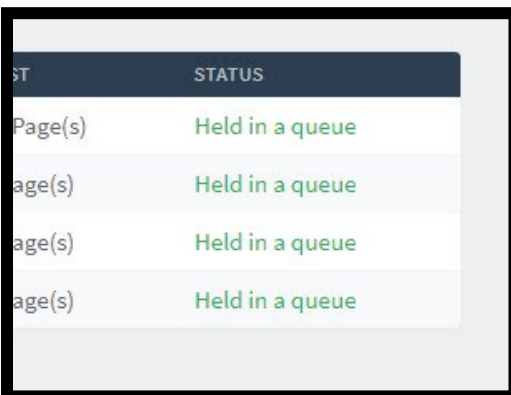
4. When the upload page opens, click **Upload from Computer**.



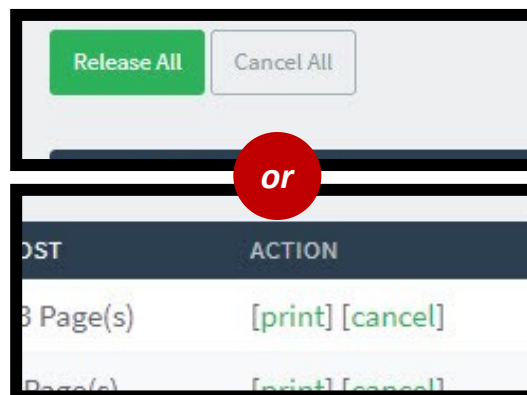
5. Search for the file on your computer.



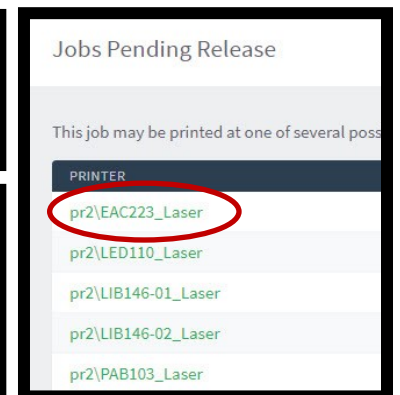
6. You may upload multiple files to print by repeating the upload process. When you are ready to print, click **Upload and Complete**.



7. When the list of uploaded files appears, click **Held in a Queue**.



8. When the next page opens, you can print all uploaded documents by clicking **Release All** or print a single document by clicking **Print** next to its file name.



9. Select the correct printer. For the Downtown Campus Library, this will be **EAC223_Laser**. Your document(s) will now be sent to the printer.