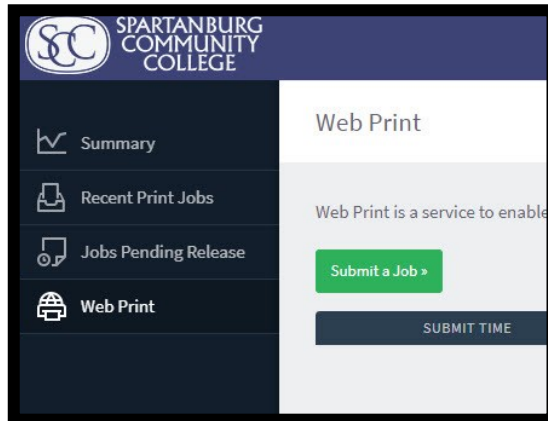


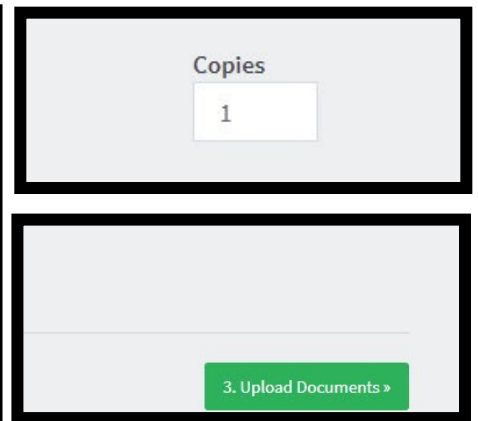
# How to Print from Your Personal Computer to Giles/Central Library Printer



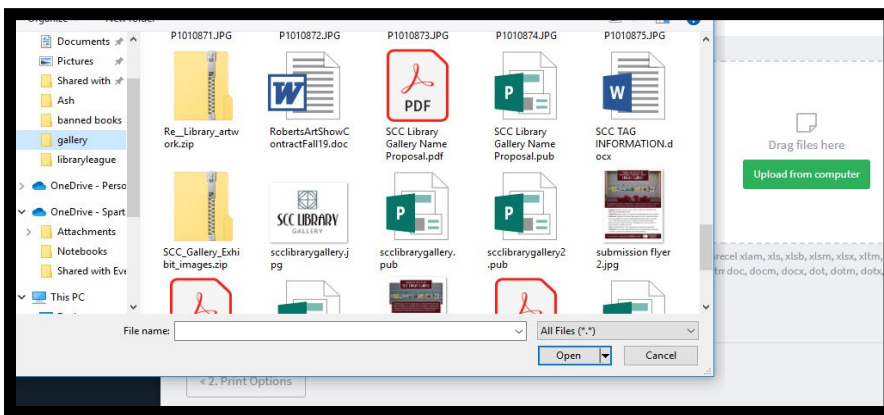
1. Go to: <https://papercut.sccsc.edu/user> (or look for the link in the SCC Portal) and sign in with your **SCC ID** and **password**.



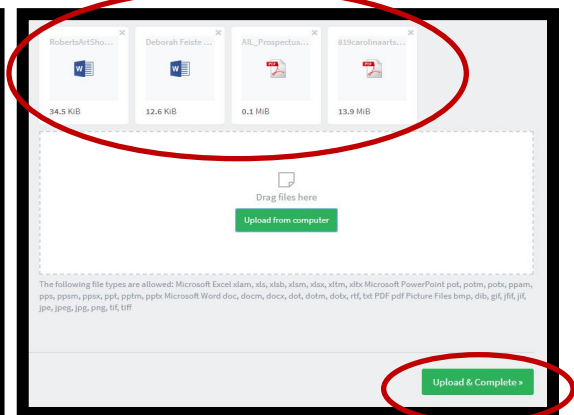
2. Then click on the **Web Print** tab and click **Submit a Job**.



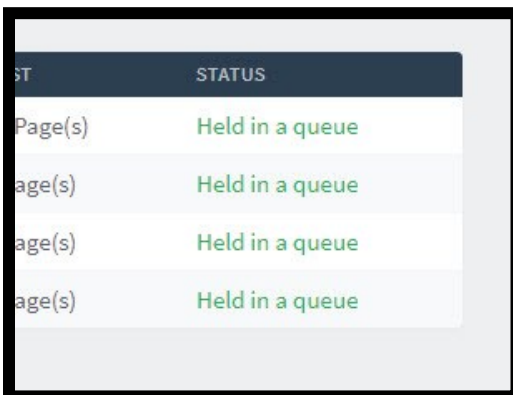
3. Select the number of copies, then click **Upload Documents**.



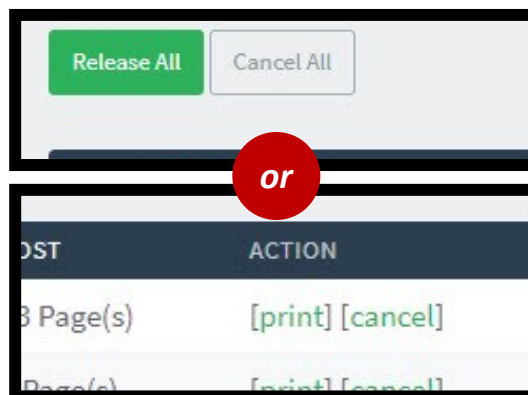
4. Click **Upload from Computer** to search for the file on your computer.



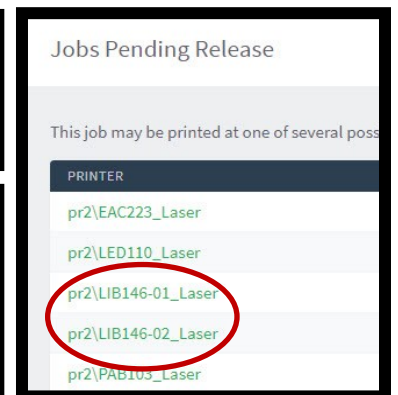
5. Repeat upload to store multiple files. When you are ready to print, click **Upload and Complete**.



6. Look for your file and click **Held in a Queue**.



7. Now you can print all uploaded documents by clicking **Release All** or print a single document by clicking **Print** next to its file name.



8. Select the correct printer. For the **Central Campus Library**, this will be **LIB146-01** or **LIB146-02**. Your document(s) will now be sent to the printer.