



Directions: *Papercut* for Computers

1. Type the address – <http://10.10.10.9:9191>
2. Select *Web Print*
3. Select *Submit a Job*
4. Select a printer (*Library Copier*)
5. Select *Print Options*
6. In *Options*, type number of copies you need
7. Select *Upload Document*
8. Select *Choose File*
9. Select a document (after browsing) to upload and print
10. Select *Upload Complete*

- Important: *Make sure double-sided area is off.*