How to Print from your laptop.

- 1. Launch your favorite internet browser.
- 2. Go to this website: https://webprint.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 >>"

PaperCut [*]				
	Web Print			
Summary Rates Transfers Transaction History	Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.			
Recent Print Jobs	Submit Time Printer Document Name Pages Cost Status			
Web Print Log Out	No active jobs			

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

		1. Printer	2. Options	3. Upload
Select a printer: Quick Find:	Find Printer]		
Printer Name 🔺	Location/Departme	nt		
papercuttAndruss Library First Floor First Printer (ALFloor11)	Andruss Library, First Floor			
C papercut/Andruss Library Fourth Floor First Print (ALFloor41)	Andruss Library, 4th Floor			
C papercut/Andruss Library Second Floor First Printer (ALFloor21)	Andruss Library, 2nd Floor			
C papercut/Andruss Library Third Floor First Printer (ALFloor31)	Andruss Library, 3rd floor			
C papercutKUB 232 Games Room First Laser Printer	KUB 232			
« Back to Active Jobs		2. Print Option	ns and Account	Selection »

7. Set your Options: (typically Copies:1)

	1. Printer	2. Options	3. Upload
Options			
Copies: 1			
« 1. Printer Selection		3. Upload Do	cuments »

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".

Your document was successfully submitted. See the table below to track its status.							
١	Ne	b Print					
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.							
		Submit Time	Printer	Document Name	Pages	Cost	Status
	٢.	Jan 14, 2014 4:33:06 PM	papercut\Andruss Library First Floor First Printer (ALFloor11)	This is a test of webprint.docx			Submitting

10. When done, click "Log Out" on the menu.