

You can print from virtually anywhere with the web print service. This service can be accessed from any computer with and internet connection.

1. Login to the MyWord portal (<u>https://my.uiwtx.edu/</u>) with your UIW username and password.



2. Select "UIW Print" on left side of the page under LAUNCHPAD.

3. Log in with your UIW username and password.

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P	Username			
	Password			
	Language	English	~	
2. (s		Log in		



4. Choose web print from the left side options.



5. To upload a document for printing, click Submit a job.

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	We	b Print					
Summary	Woh	Drint is a con	vice to enable	printing for lanton wi	irolocc an	d upputh	onticated
Rates	user	s without the r	need to insta	l print drivers. To uplo	ad a docu	ment for	r printing,
Transfers	click	Submit a Job	below.				
Transaction History						<u>Submi</u>	<u>t a Job »</u>
Recent Print Jobs		Submit Time	Printer	Document Name	Pages	Cost	Status
Jobs Pending Release							
Web Print	No	active jobs					
Add Credit							
Log Out							



6. Select one of the print anywhere printers, Mac or PC based on the computer you are using, and then click "2. Print Options and account selection".

PaperCutMF		
	Web Print	
Summary Rates		1. Printer 2. Options 3. Upload
Transaction History Recent Print Jobs Jobs Pending Release	Select a printer:	Find Printer
Web Print Add Credit Log Out		LocationOceantment
	« Back to Active Jobs	2. Print Options and Account Selection »

7. Choose the number of copies you need and then select Upload Documents.

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	Transfers							
	Transaction History		Options					
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	Jobs Pending Release		Copies: 1					
	Web Print							
	Add Credit							
	Log Out							
			« 1. Printer Selection	1			3. Upload Doc	uments »



8. You can drag-and-drop files, or browse and select files by choosing upload from this computer. Then choose Upload & Complete.

PaperCutMF		
	Web Print	
Summary Rates		
Transfers		
Transaction History	Select documents to uploa	ad and print
Jobs Pending Release		
Web Print		
Add Credit		
Log Out	Drag fi	les here
	Linioad fro	m computor
	The following file types an	e allowed:
	Application / File Type	File Extension(s)
	Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
	Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
	Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf, txt
	PDF	pdf
	Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
	« 2. Print Options	

- 9. Your document(s) will be placed in the hold queue and you can then choose a printer to log in and print the document. Remember your documents will only be available for 24 hours. If not printed in that time the document will be deleted from the queue and you will have to reprint.
- 10. Also of note there are only certain file types that can be used for web print. Most common files such as Word, PowerPoint, Excel, PDF, and pictures will all print.