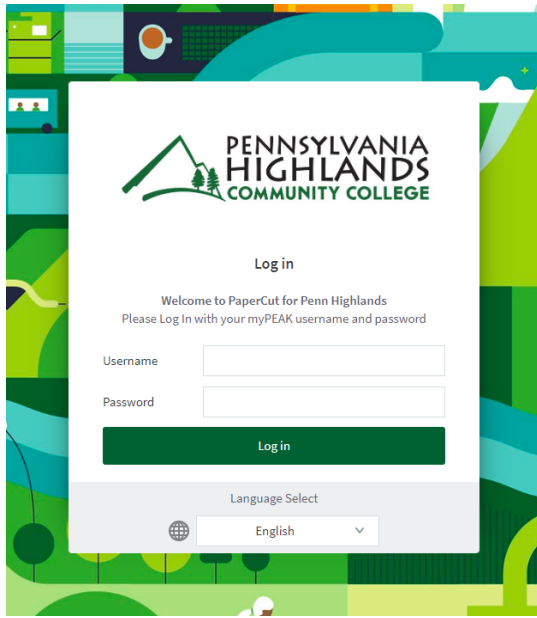


Below are the steps to print from the PaperCut web application:

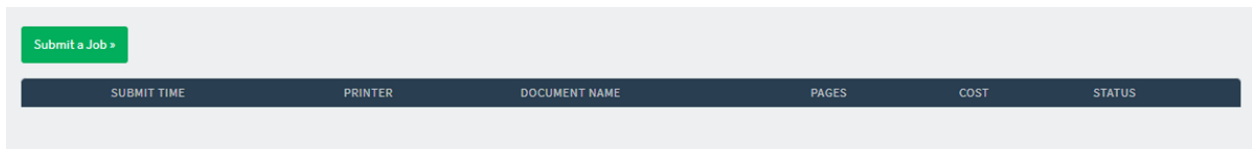
** Please note: This will only work if you are on one of our campuses

Navigate to “print.pennhighlands.edu” in browser.

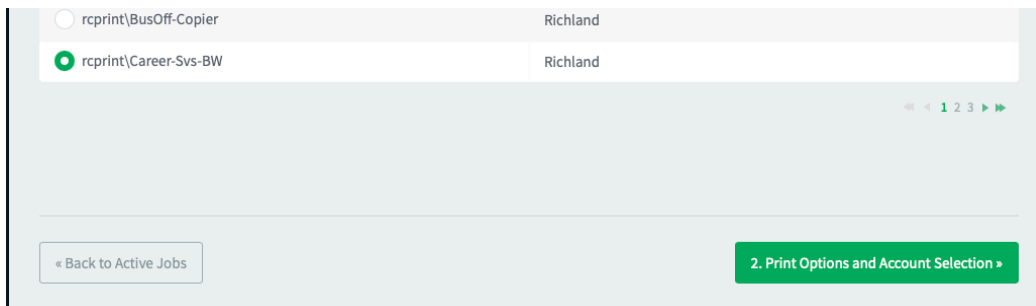
Use your Penn Highlands Username (Only username, not email address) and Password to login.



Select “Submit a Job”



the printer from the list that you are printing to.
Then select “Print Options and Account Selection”.



Choose the number of copies you want to print. - Select "Upload Documents".

Options

Copies

1

< 1. Printer Selection

3. Upload Documents >

Select "Upload from computer" and choose the file you are printing. Select "Upload and Complete".

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltb Microsoft PowerPoint pot, potm, pobx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tiff XPS xps

Upload & Complete >

Wait for "status" to say, "Finished: Queued for Printing" and your document will be printed.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jan 13, 2023 10:56:51 AM	rprint\Helpdesk-Copier	test document for printer .docx	1	\$0.05	Finished: Queued for printing