

REMOTE PRINTING GUIDE

This guide will show you how to:

print remotely using Papercut

OVERVIEW

Did you know that you can use the Hartnell printers from home? To print from your personal laptop or mobile device, you'll need to log in to **Papercut**, which you can do by following the steps below.

Employees only: You can also print by logging into your [Virtual Desktop](#) and access any backed up files or secure Hartnell network drives (like the R drive).

STEPS FOR ACCESSING PAPER CUT

1. Go to <http://papercut.hartnell.edu> & sign in using your Hartnell ID # and your PAWS password
2. Select "Web Print" from the left navigation menu, then click "Submit a job"
3. Select black and white or color, then click "Print options and account selection"
4. Enter the number of copies needed, then click "Upload Documents"
5. Click "Upload from computer", select your file, then click "Upload and Complete"

That's it! Once you are on campus, log in to any printer *within 48 hours* and select "Print all" to print.