

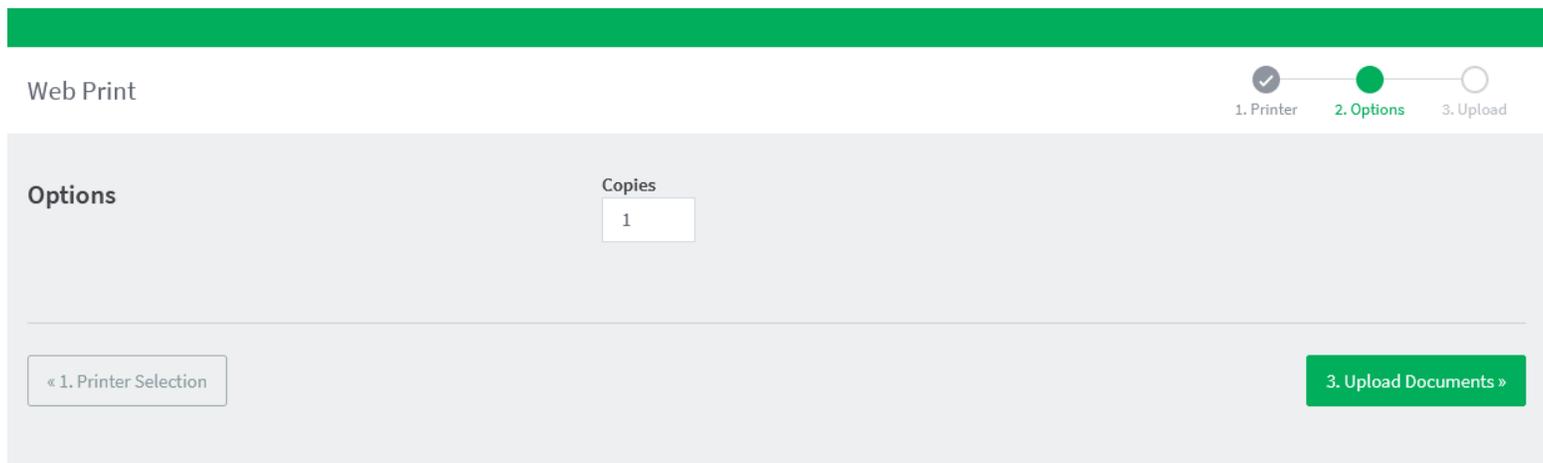
Printing from a laptop

<http://libr-print.gfcmsu.edu:9191/user>

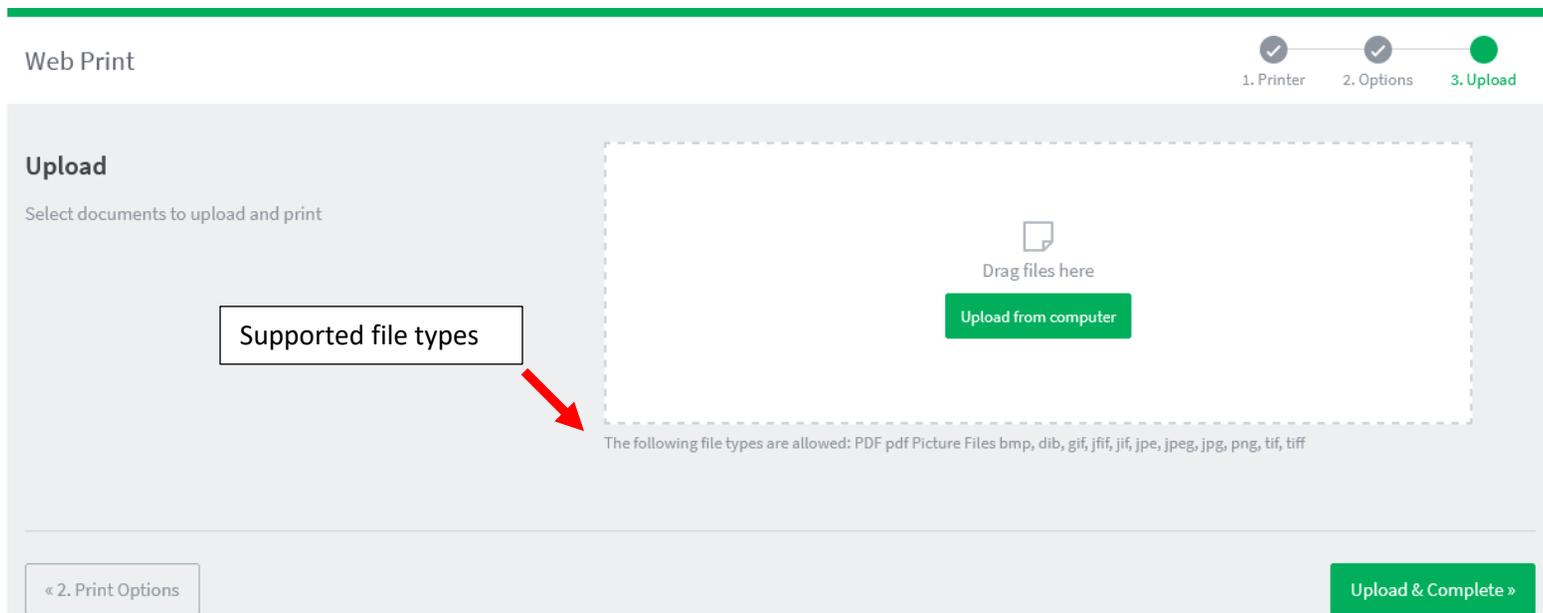
1. Open a browser and go to <http://libr-print.gfcmsu.edu:9191/user> (must be connected to the student wireless network).
Log in using your Domain credentials (NetID and Domain password). * Billings, Bozeman, and Northern students will need to see the library staff to set up a printing account first.
2. Click on **Web Print**.
3. Click **Submit a Job**.

The screenshot displays the PaperCut NG Web Print interface. On the left, a dark sidebar menu lists various options: Summary, Rates, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, and Web Print. A red arrow points to the 'Web Print' option at the bottom of the menu. The main content area has a green header bar and a title 'Web Print'. Below the title, there is a brief description of the service. A prominent green button labeled 'Submit a Job »' is highlighted with a red arrow. Underneath the button is a table with three columns: 'SUBMIT TIME', 'PRINTER', and 'DOCUMENT NAME'. The table is currently empty, and a message 'No active jobs' is displayed at the bottom right of the table area.

4. Type in the number of copies and click **3. Upload Documents**. If your documents are posted in D2L you will need to download them as a PDF first.



5. Drag document to grey box or use Upload from computer option and click **Upload & Complete**. Supported file types are displayed.



Only PDF and certain image files are able to be uploaded (.pdf) If you are trying to print an image, we suggest pasting it into a Word document first and saving as a PDF. Sometimes images do not print properly if they are sent as an image file.