

Directions: *Papercut* for Computers

1. Type the address – <http://10.10.10.9:9191>
2. Select *Web Print*
3. Select *Submit a Job*
4. Select a printer (*liblaser, libcolor, etc.*)
5. Select *Print Options*
6. In *Options*, type number of copies you need
7. Select *Upload Document*
8. Select *Choose File*
9. Select a document (after browsing) to upload and print
10. Select *Upload Complete*

Directions: Wireless Printing Using *Papercut* for iPads

1. Connect to the Bishop Stang wireless network (Maroon)
 - Select the *settings* icon on your iPad.
 - Choose *Wi-Fi* and turn it on.
 - Choose *Maroon*.
 - Check in the settings column under Wi-Fi to check the connection.
 - Touch the home button to close settings window.
2. Authenticate to the wireless
 - Open *Safari*.
 - When the authentication screen appears, enter your *Stang username and password*.
 - Log onto Papercut by entering the following address:
10.10.10.9:9191/ios.
 - Enter your *Bishop Stang username and password*.
 - Note: If this is your first time using Papercut, please add it to your homescreen so you won't have to put the address in every time you use it.
3. Minimize Papercut
 - Touch *home* button to switch application (Note: Do not log out until you have the completed printing job in hand).
4. Send print job
 - Go to the website or app you are working with.
 - Select print option and appropriate printer (*Liblaser, Libcolor, etc.*)

- **Important:** *Make sure double-sided area is off.*