



# Patrick Henry College

## Printing to a Campus Printer – Adjunct Faculty

PHC provides faculty-accessible printers in all campus buildings. Adjunct faculty may send documents to these printers via the Web Print interface in a web browser:

1. Sign into your Faculty Portal in a supported web browser (Edge, Firefox, Google Chrome, or Safari).
2. Open the “IT” section in the left-hand column, and select “Papercut.”
3. You will be prompted to log into the PaperCut portal with your Faculty Portal credentials.
4. Click the green “Submit a Job” button on the Web Print page.
5. Select the appropriate print settings from the list. All of the options are “FindMePrint”, which means you will be able to release the job from any printer on campus. After you have selected the print settings, click “2. Print Options and Account Selection.”
  - *Note:* The details in the option names will determine how the document is printed:
    - “B&W” prints in black and white.
    - “Color” prints in color.
    - “Duplex” will print your document double-sided.
    - “Staple” will cause the printer to staple your document as it is printed.
6. Enter the number of copies and click “3. Upload Documents.”
7. Drag the file into the box, or click “Upload from computer” to browse your files and select the one you wish to print. Multiple files may be chosen at once. The supported file types are listed below the upload box. Upload the file(s) you wish to print and click “Upload and Complete.”
8. After submission, all print jobs are held in a campus-wide queue until you release them. Go to the printer you wish to print from and log in by tapping your ID card on the black ID card scanner. On the touchscreen, you will need to check the jobs you wish to print, then tap “Print” to print the selected jobs.
  - *Note:* When logging into a printer, **tap your ID card once** and wait a few seconds for the printer to log you in. Tapping your card more than once will sign you out of the printer.

## Faculty Printer Locations

- **Hodel 2<sup>nd</sup> floor Faculty Suite (West Wing)**
- **Hodel Basement, across from Mailroom**
- **Red Hill Basement Faculty Suite**
- **Founders Hall Library**