1. Make sure you connect your device to JC-WiFi.
2. Open your internet browser and type in \texttt{https://jc-papercut.jccmi.edu}
3. When you have reached the PaperCutNG log in screen, you will enter in your JC credentials and click \textbf{Log in}. 

![PaperCut NG Login Screen](image-url)
4. Once you have logged in, you will select **Web Print** at the bottom of the list on the left side of the screen.

5. From here, select **Submit a Job**.
6. **Select the appropriate printer** for your location. *(Ex: If you are in class on the second floor of William Atkinson, you will select WA-203-B2).*
   a. Then click 2. **Print Options and Account Selection**.

7. The next page will be where you select the amount of copies you need.
   a. Once you have made your selection, click 3. **Upload Documents**.

8. Select **Upload from computer** and then select or drag and drop the document you want to print.
   a. Once you have done that, click on **Upload & Complete**.

   **Note:** You are able to upload more than one (1) document at a time. The type of documents allowed can be displayed under the **Upload from computer** button.
9. After you click on **Upload & Complete**, your print job will be available at the print queue specific to the printer you have selected. Once it is uploaded and ready to print, it will show **Held in a queue** under **STATUS**.

   **Note:**

   **Rendering job...**: The print job is processing and is not yet in the queue.

   **Held in queue**: at the print release station.

10. Lastly, **locate the print release station and release your print job**.

    **Note**: There are multiple printers and queues on Central Campus. If you send it to a different printer in Step 6, once you release the job, it will go to the chosen printer, **NOT** the printer that may be closest.