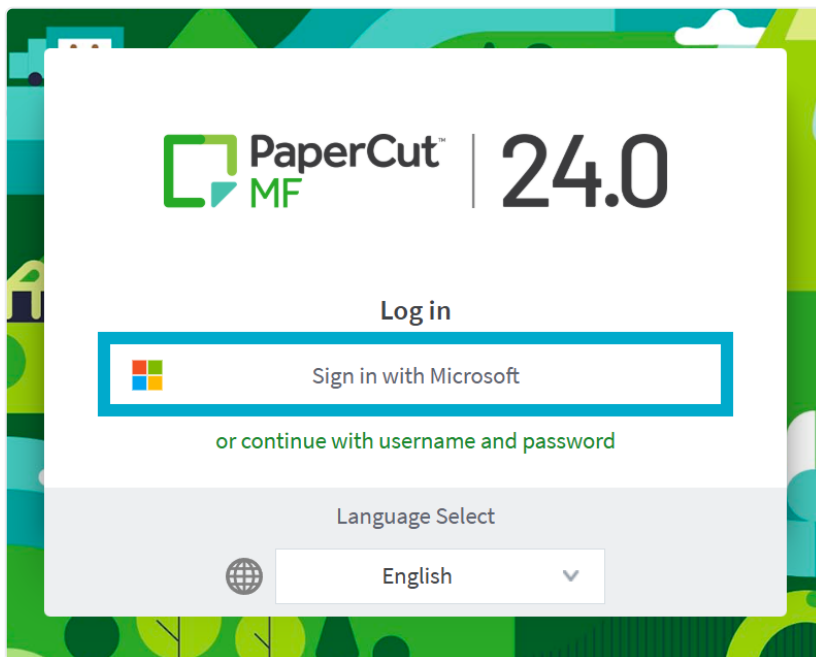


Web Printing

Web printing is the default way for students to print on campus. This page contains instructions for web printing which should work on all computers.

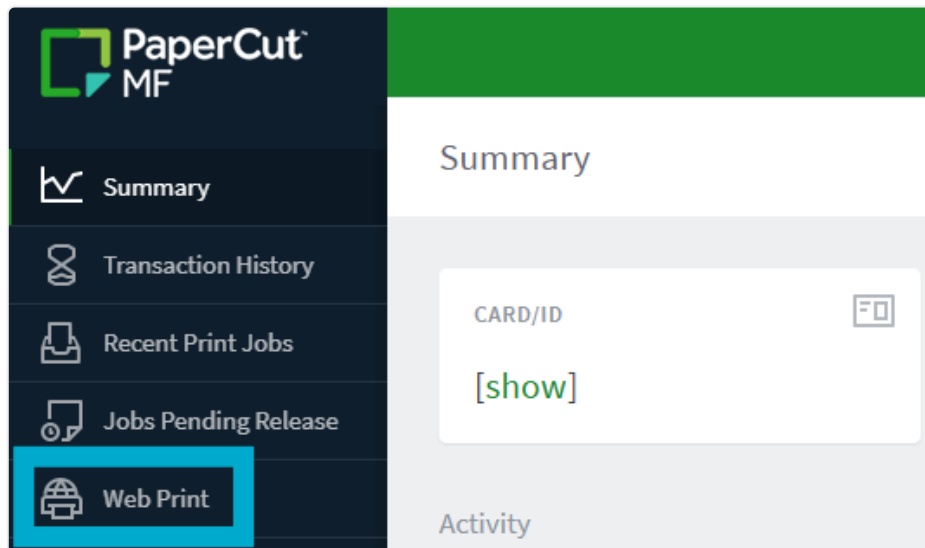
1. Go to print.brynathyn.edu.

2. Log in with your Microsoft account

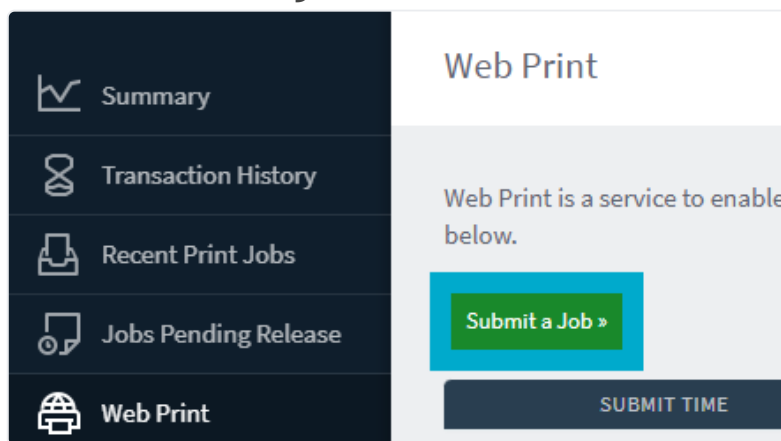


See [Logging in with Microsoft 365](#) if you need help with this step.

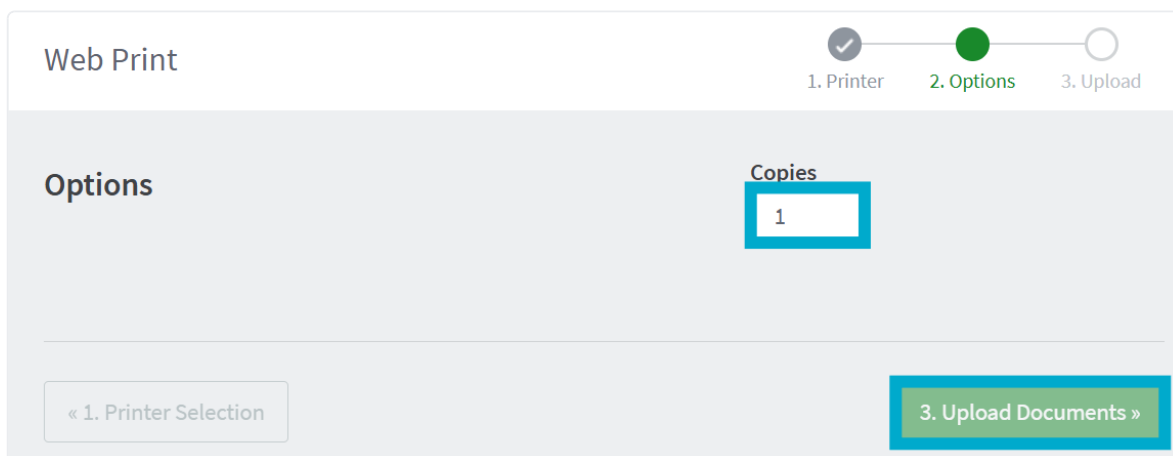
3. Select **Web Print** on the sidebar.



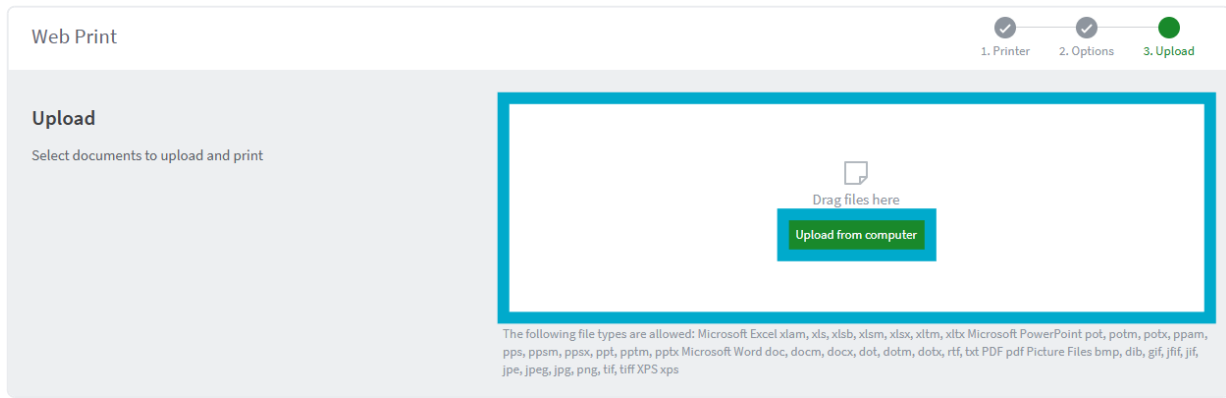
4. Click **Submit a Job**.



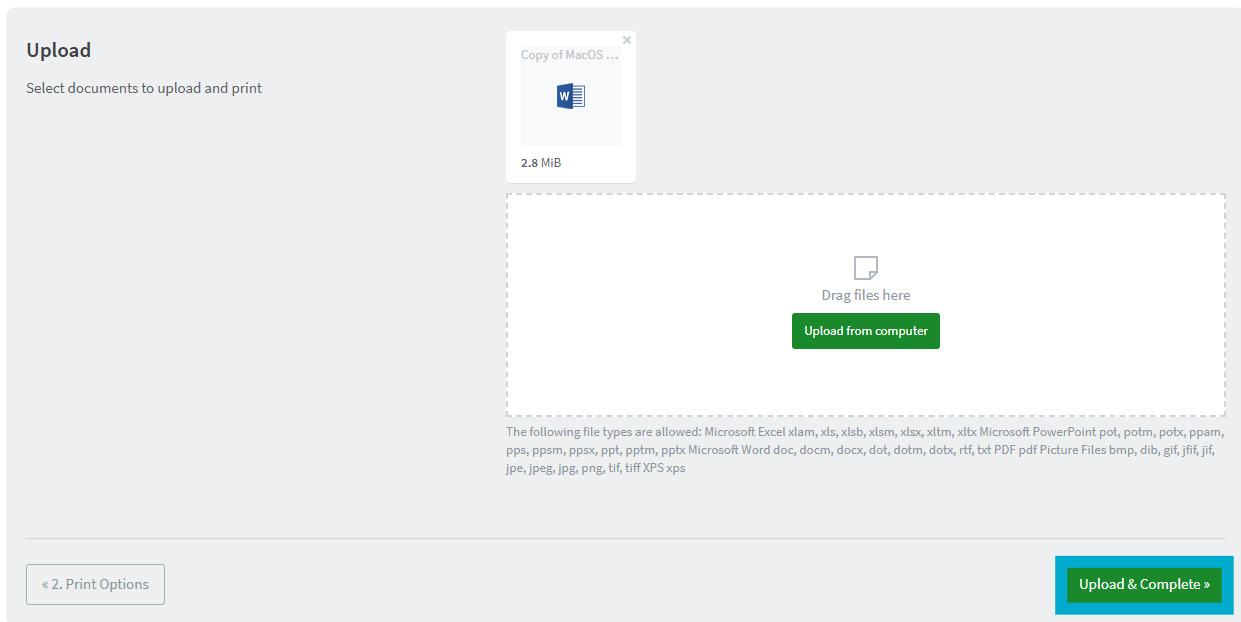
5. Confirm the number of copies to print, then click **Upload Documents**.



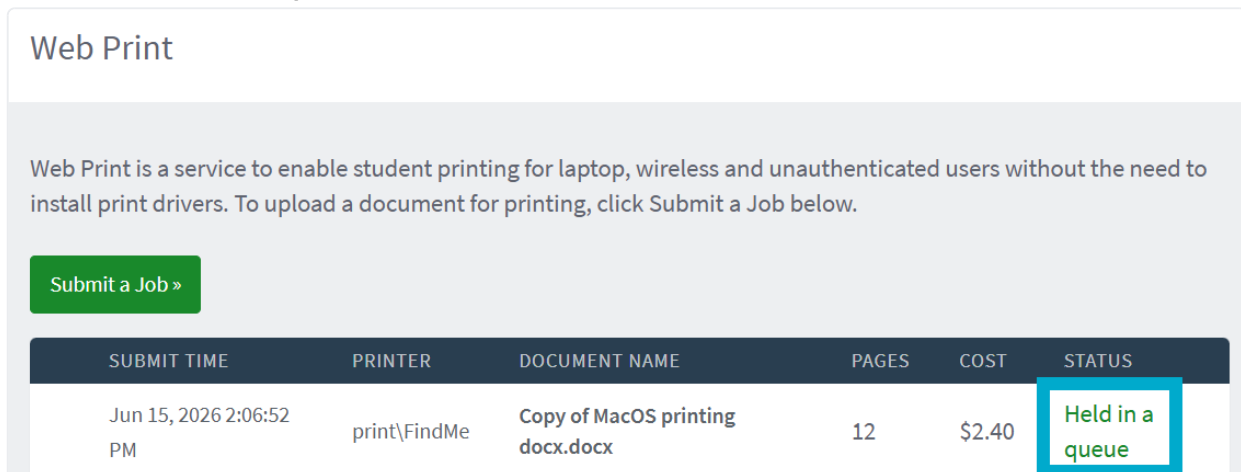
6. Select **Upload from computer** and upload the file(s) you wish to print or simply drag and drop files onto the **Drag files here** box.



7. After your files are uploaded, click **Upload & Complete** to print them.

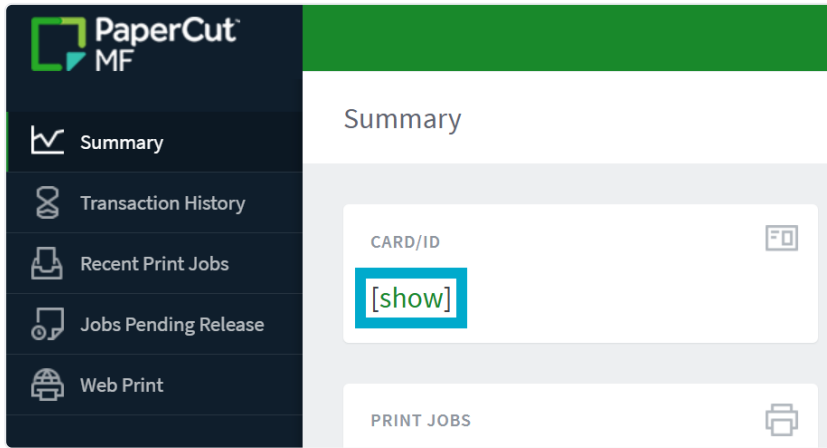


8. Once the status says **Held in a queue**, your print is ready to be released at the printer.



9. Go to one of the copiers to release the print there.

- a. If you have your Bryn Athyn College ID card, scan it at the copier to release the print.
- b. If you don't have your ID card, you can use the pin found on the PaperCut dashboard and enter that manually at the printer.



- c. Additionally, all students should have received an email with their PaperCut ID.

Revision #6

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