

Web Print!

Through your web browser you can access **PaperCut** and upload documents to print directly to select campus networked printers.

**Recommended for personal computers*



Here's how:

1. **Go to print.husson.edu**
or select Print/PaperCut from eagleconnect.husson.edu
2. **PaperCut** will prompt you to log in with your network username and password
(*HU Network Username: LastNameUID# & network Password*)
3. Select **Web Print** in the left navigation menu
4. Select **Submit a Job** (*Green link on right side of screen*)
 - A. **Choose a printer**
 - Find Me Printing (B/W)
 - Find Me Printing (Color)
 - B. **Select your printing options and number of copies.**
 - C. **Upload your document**

We suggest converting your documents to PDF or XPS before submitting them for printing.

Document types that can be submitted for Web Printing are:

 - Adobe PDF
 - Microsoft Word
 - Microsoft PowerPoint
 - Microsoft XPS
 - Microsoft Excel
5. **Swipe your EagleCard at one of the printers listed below to release your job to that printer.**

Common locations include:

Black and White printers		Color & BW Printers
■ Harold Alfond Hall	Lobby (Marshall Rd)	■ Campus Center (24-hr)
Agile Workspace – 130	■ Resident Hall Printers	■ Harold Alfond Hall C102A -
Hallway 161 - 169	(Bell, Carlisle, Hart, & DLC)	Adjunct Workspace
Adjunct Workspace - C201A	■ Newman Gym Copy Center	■ Meeting House 144
Hallway 261 - 269	■ Center for Family Business	■ Newman Gym Copy Center
■ Peabody Hall		■ Peabody Copy Center 113B
222 – Hallway		■ Sawyer Library
■ Peabody/O'Donnell Commons		
Connector (<i>2nd & 3rd Floor</i>)		
■ Research & Education Center		

A. **NOTE:** The first time, you will be asked to associate your EagleCard with your Husson Network Account.

PaperCut can also...

1. Show your environmental impact.
You can see the environmental impact of your printing, and by moderating your printing, you not only save money, but also reduce your impact on the environment.
2. Help you keep track of your print usage.
Each student starts with \$32 in their printing account. This translates to approx 800± B&W pages each semester. **PaperCut** keeps track of your printing, and when you exceed the \$32 amount your student account will be charged. This is reviewed weekly. **You do not need to load funds to this account.**
3. Help you request refunds for items that failed to print on the "Recent Print Jobs" page.

Need more help? Contact us. Call **207.973.1000** or visit IT (ground floor) in Bell Hall

Office Hours: M – F 8:00 am – 5 pm