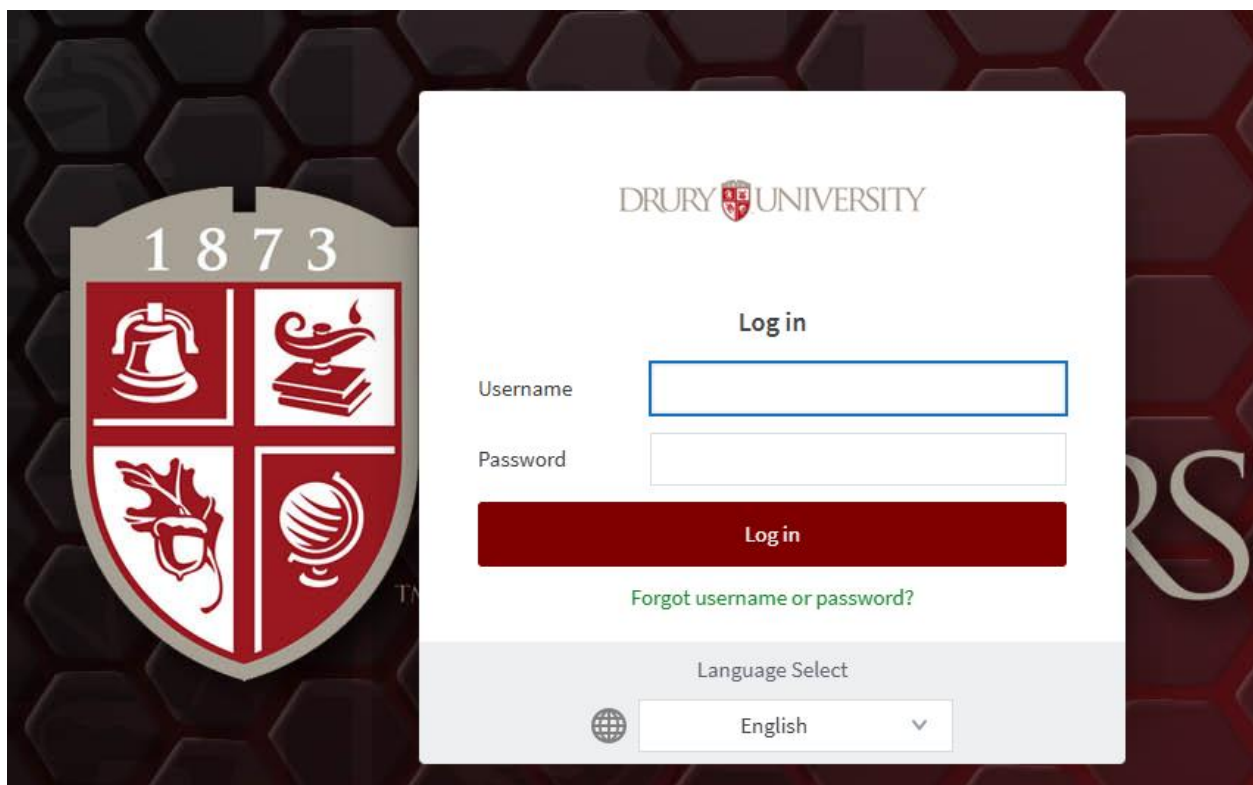


HOW TO PRINT ON THE DRURY MAIN CAMPUS

Students may access the wireless printers on the main Drury campus if connected to the Drury network.

Start in a **browser** and search for <https://printing.drury.edu>. The entire URL must be typed, including the “https://” prefix.

A window for a Drury username and password will appear. Enter a Drury username and password and click **Log In**.



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DRURY UNIVERSITY

Log in

Username

Password

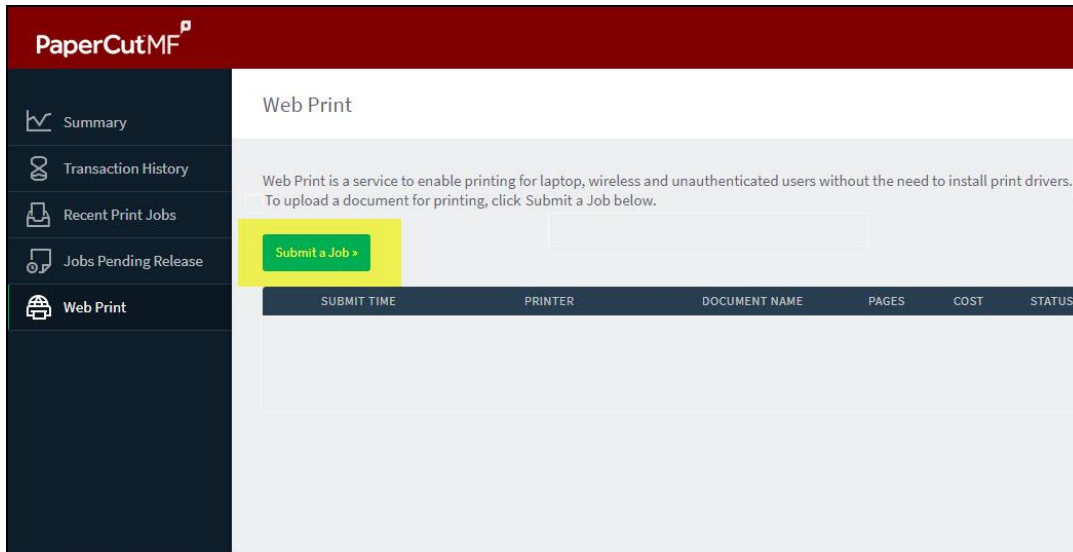
Log in

[Forgot username or password?](#)

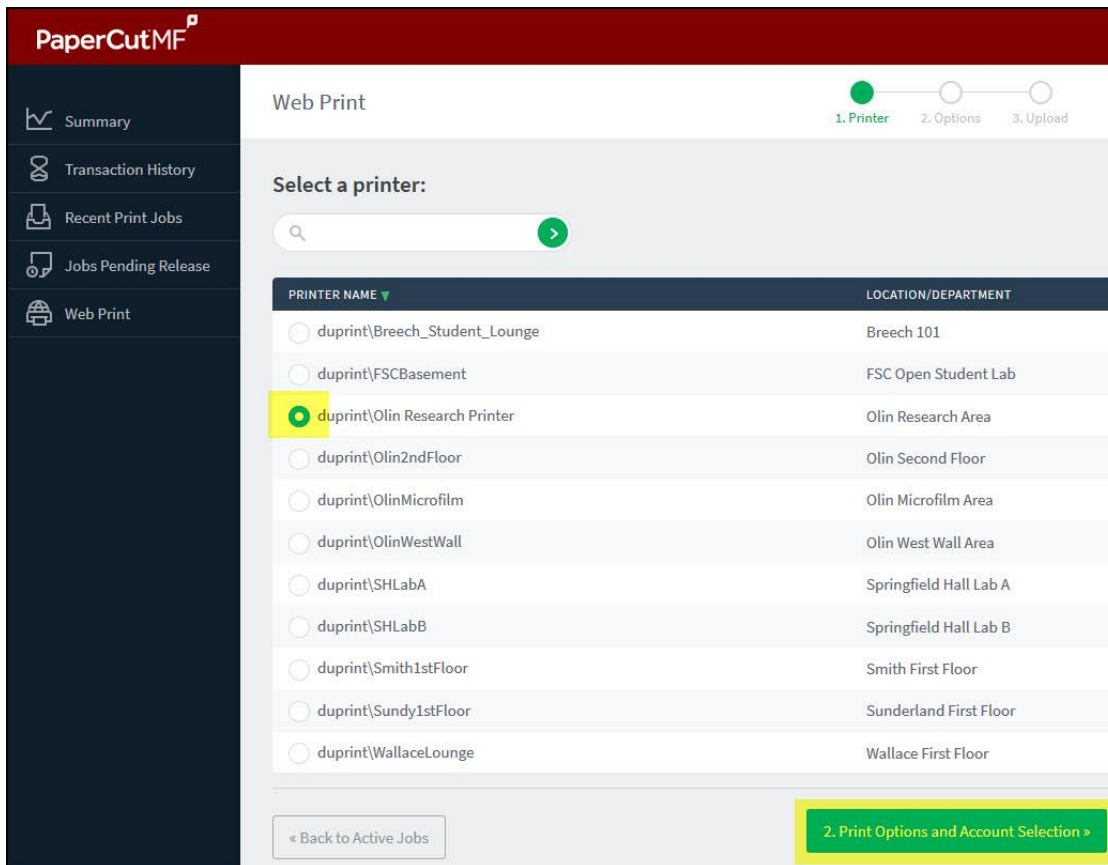
Language Select

English

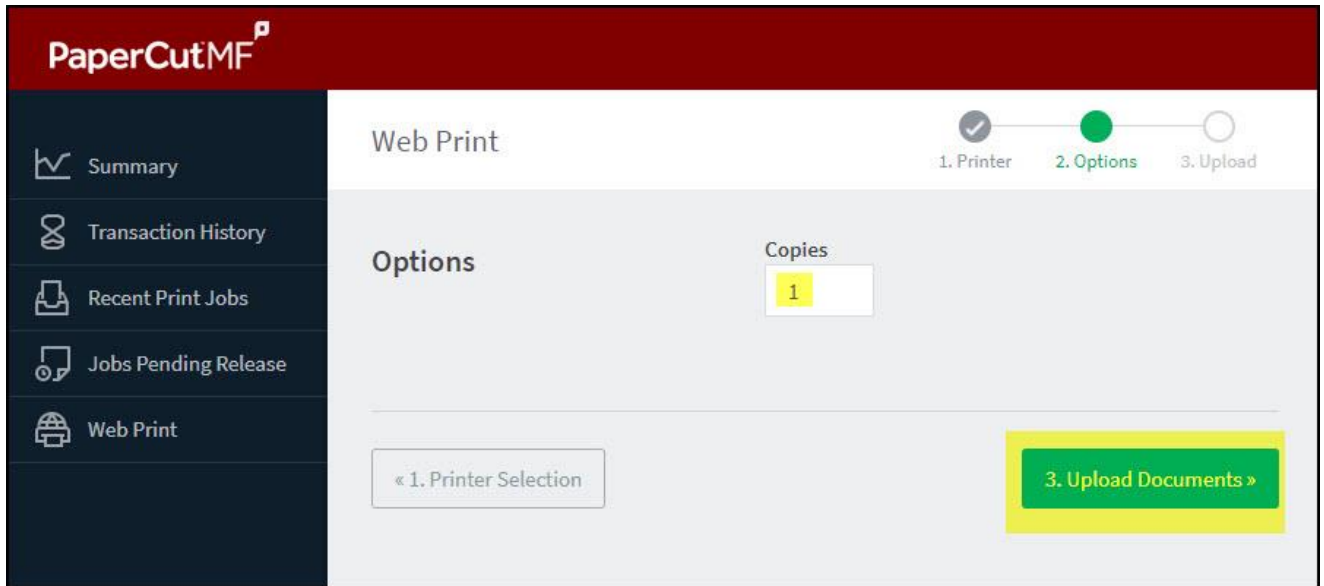
On the Web Print screen, click on the **Submit a Job** button,



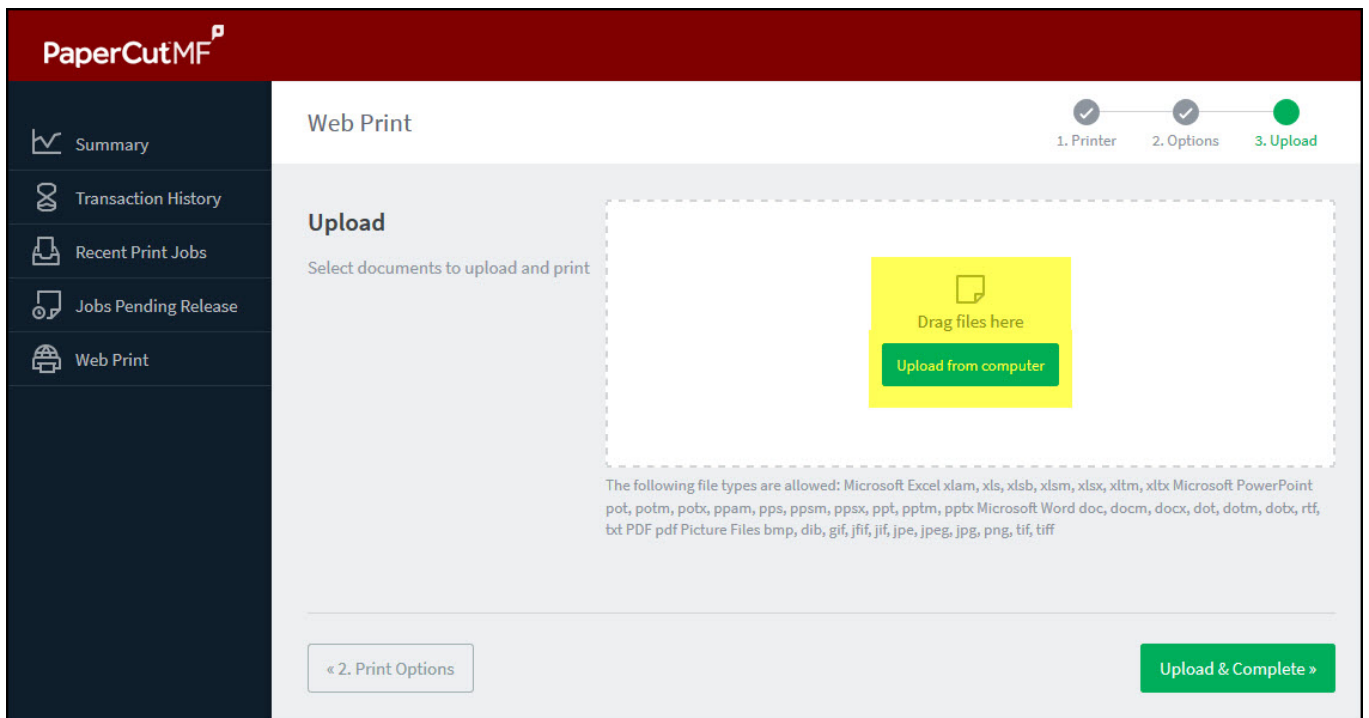
A list of the wireless printers will appear. Click on the **radio button** next to the one to be used and click on the **Print Options & Account Selection** button at the bottom of the screen.



On the **Options** screen, select the number of copies or leave the default at 1 and click the **Upload Documents** button.



On the **Upload** screen, drag and drop the document(s) to be printed, or click on **Upload From Computer** to select the file from document storage.



Once it's selected, an icon for the document will appear above the drag and drop box. Click the **Upload and Complete** button.

PaperCutMF

Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

Test printer.docx
11.1 KiB

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xslm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dox, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff

< 2. Print Options

Upload & Complete >

The screen will return to the first screen but it will include a notation of the status of the print.

PaperCutMF

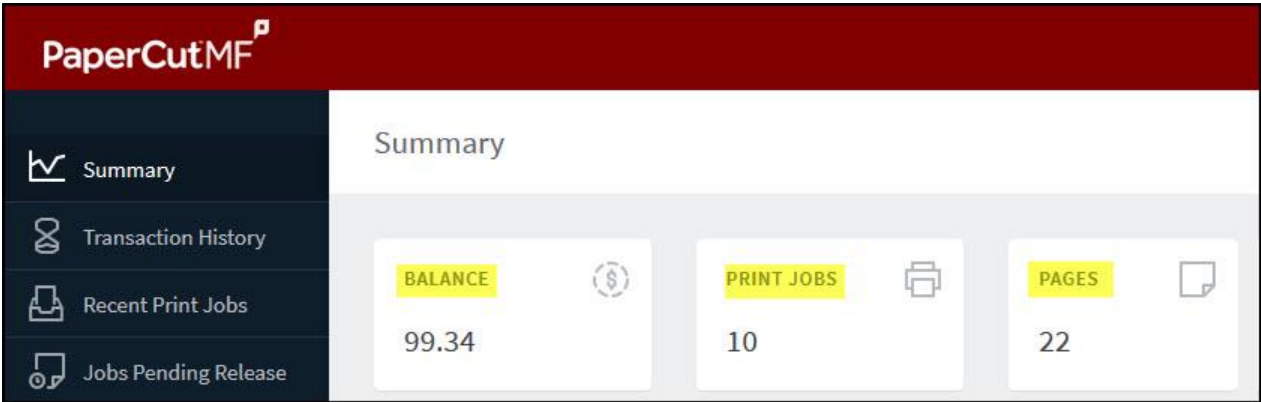
Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit a Job >

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Nov 1, 2018 10:29:05 AM	duprint\Olin Research Printer	Test printer.docx	1	0.03	Finished: Queued for printing

Click on the Summary section to see a record of sheets printed and a balance due, if any.



The screenshot shows the PaperCut MF interface. At the top is a dark red header with the PaperCut MF logo. Below the header is a dark sidebar with four menu items: Summary (with a checkmark icon), Transaction History (with an hourglass icon), Recent Print Jobs (with a printer icon), and Jobs Pending Release (with a printer icon). The main content area is titled "Summary" and contains three summary cards. The first card is labeled "BALANCE" with a dollar sign icon and shows the value "99.34". The second card is labeled "PRINT JOBS" with a printer icon and shows the value "10". The third card is labeled "PAGES" with a document icon and shows the value "22".

Metric	Value
BALANCE	99.34
PRINT JOBS	10
PAGES	22