Web Print: Release Documentation

Web Print makes it possible to print documents from your personal laptop. Upload the document to Web Print, and then follow the steps below to release it from your laptop or ASU Lab machine when you are in the MCS or Library Commons.

STEP 1: Sign into PaperCut

1. On your laptop or ASU MCS or Learning Commons Lab machine, go to the website “papercut.angelo.edu” (this site will only work on your laptop while connected to the campus wifi).
2. For easy access, you may want to bookmark this site for future use.

STEP 2: Select a Printer

1. Under the Action tab, select print. Once you select print, the job will release to the printer you have chosen.

Once the document has been printed, the document will be removed from the queue. If there is a problem, please contact the Technology Service Center at 325-942-2911.