# How to Print on Campus - Students

THERE ARE (2) WAYS FOR STUDENTS TO PRINT WHILE ON CAMPUS:

1. ## Printing From TxWes Campus Computers in Classrooms and Library:

   A. Print your job as normal by selecting File -> Print from within the program you are working with (Word, Excel, Chrome, Internet Explorer, etc).
   NOTE: You can print all types of files using this method: Word Docs, Excel, PDF, jpeg, png and other files.
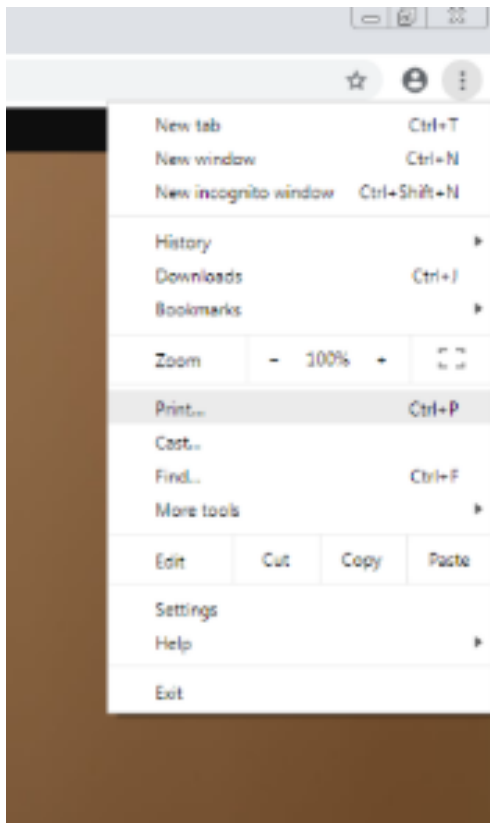
B. Select the printer you want to use from the list and click on print.
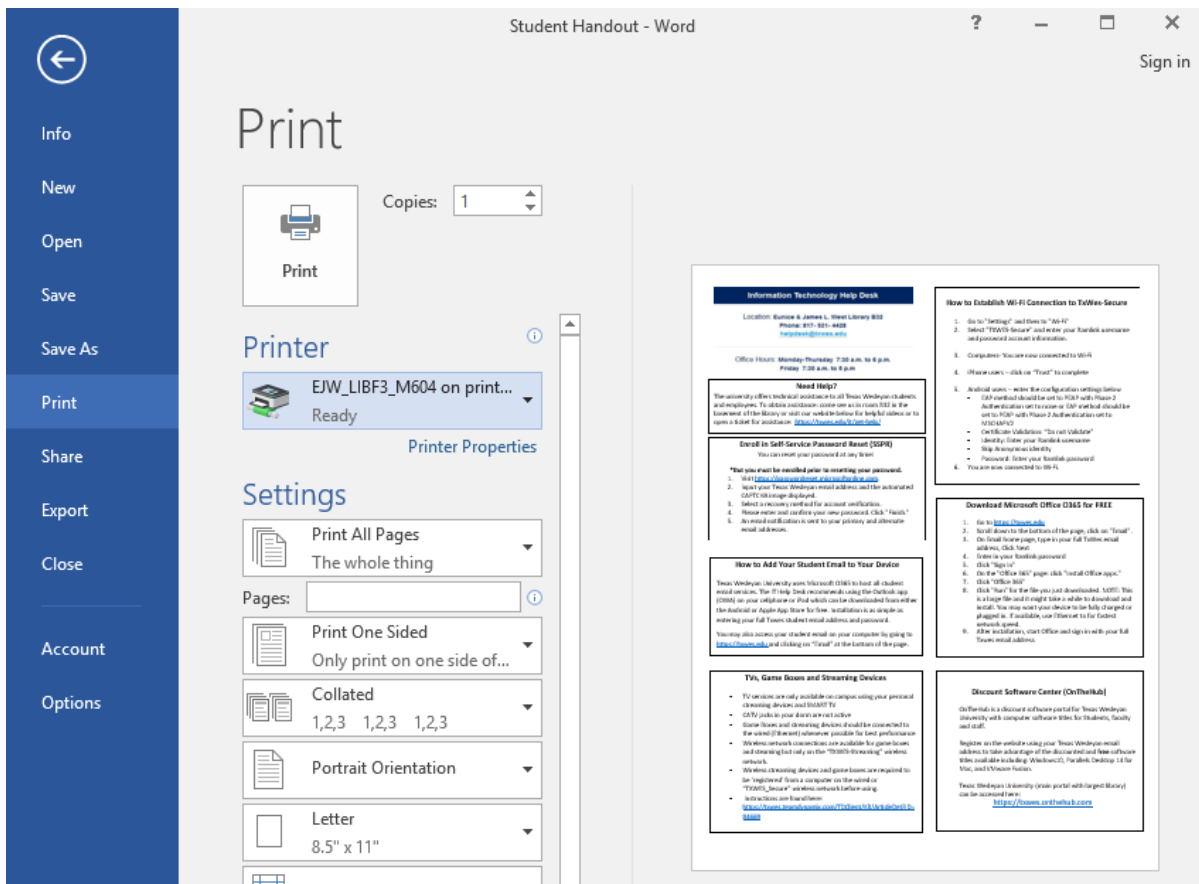
C. Then navigate to the computer's 'desktop' and double click on the "PaperCut Login for Texas Wesleyan University" icon on the desktop.
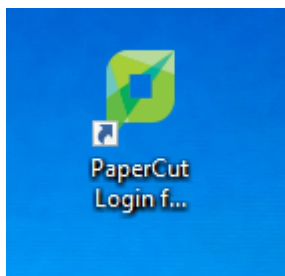
D. Enter your Texas Wesleyan Ramlink credentials in the "Username" and "Password" fields, and click on Log In"
*Note:You can also select a different language from this screen.
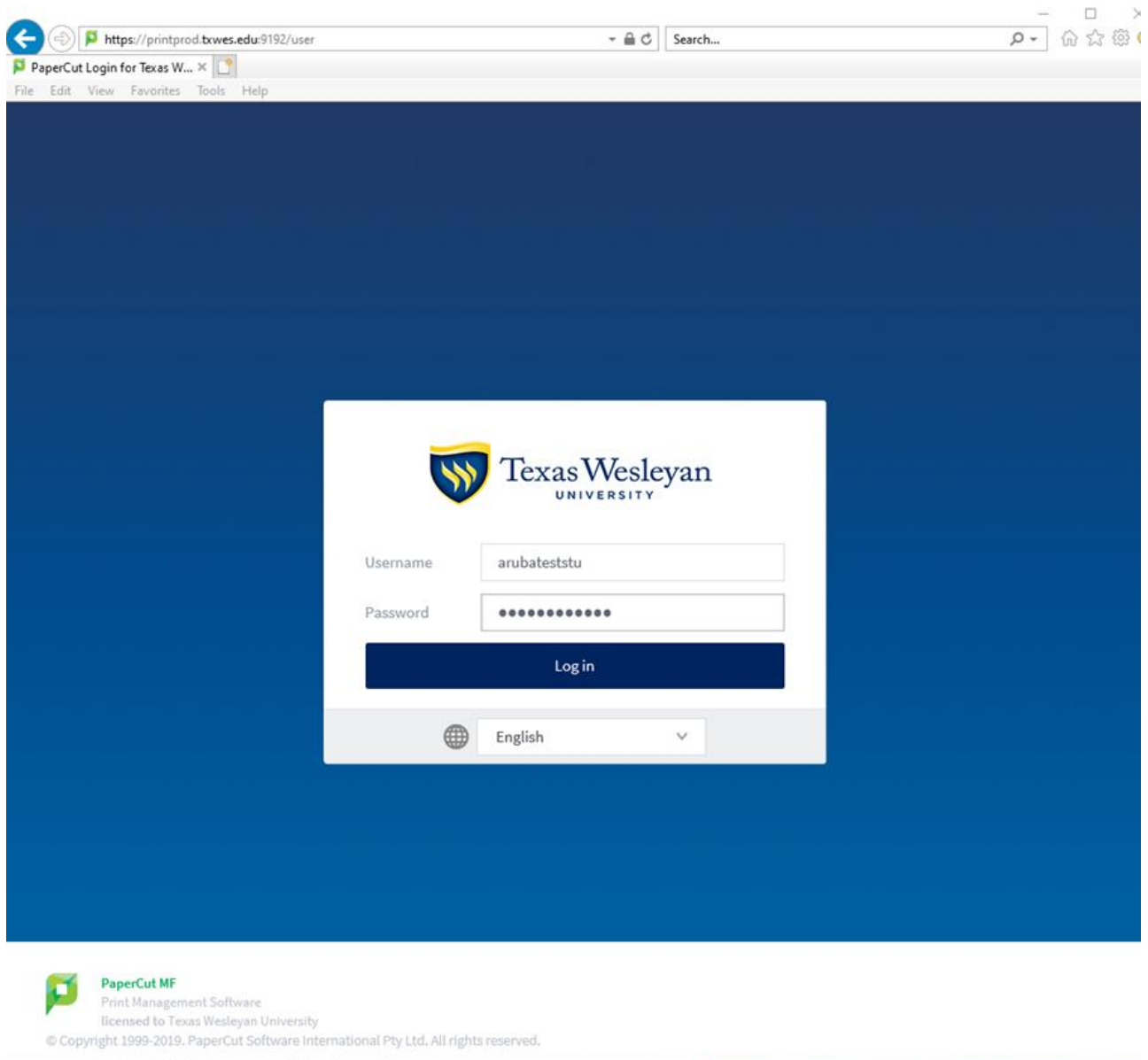
E. When you Log In you will be on the "Summary" page. Click on "Jobs Pending Release" in the column on the left.

F. On the "Jobs Pending Release" page: you can select to "print" and individual file or choose "Release All" to print all jobs in your print queue. You can also choose to "cancel" the print job if you decide it is not needed.

G. The print job will then process in the queue and print out on the printer you selected.
NOTE: You are not charged for any print jobs until after you choose "print" or "Release All".

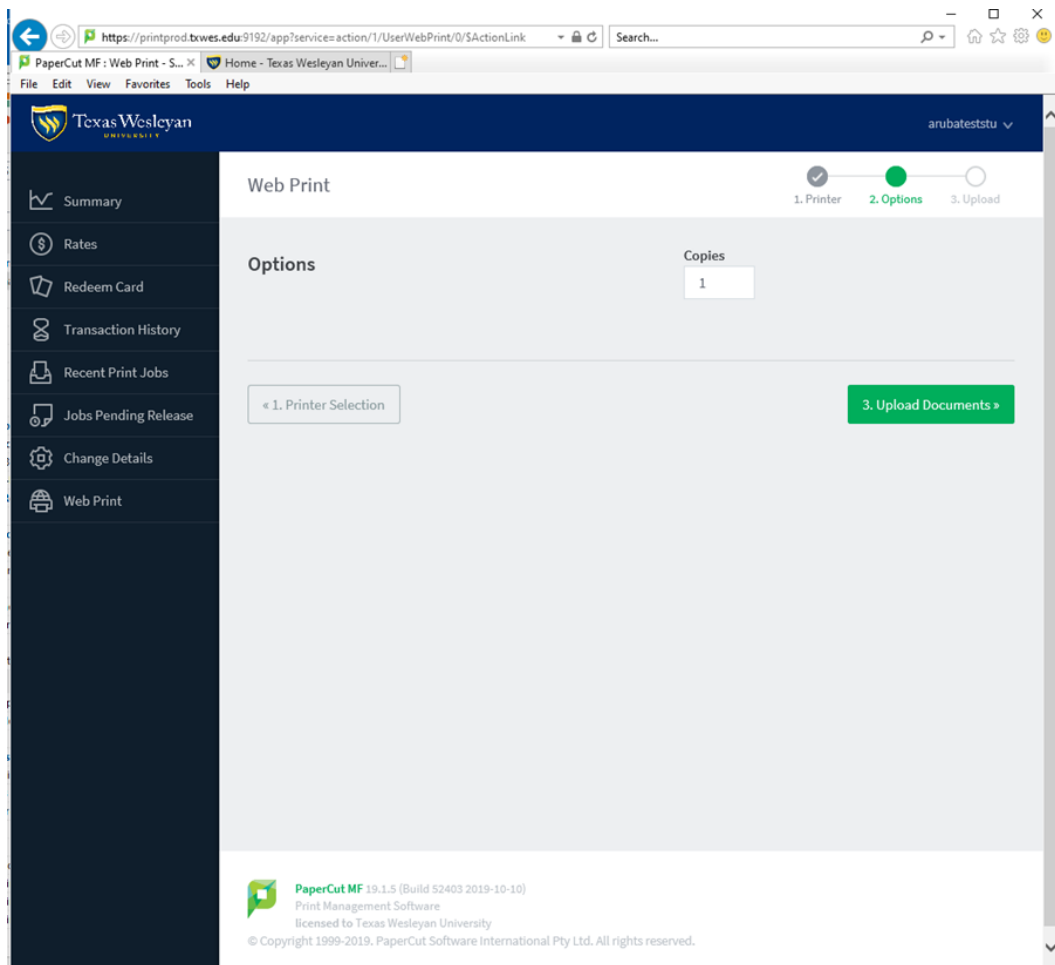2. **Printing From Your Own Laptop While on Campus:**
Printing using this method has limited functionality and only certain file types can be printed. Word documents and Excel spreadsheets for example must be converted to a PDF file befor printing. The following file types are allowed: PDF, bmp, dib, gif, gif, jfif, jif, jpe, jpeg, jpg, png, tif, and tiff.

1. Open the web browser on your laptop and navigate to: https://printprod.txwes.edu:9192/user

2. Follow step C and D above and sign into the Papercut

3. Click on the "Web Print" tab in the left column

4. Click on the "Submit a Job" button and then click on "Upload Documents"

5. Drag the allowed file type or click on "Upload from computer" and navigate to the file you want to print.

6. Then click on "Upload & Complete" and the print job will 'render' and be moved to your queue for you to release in "Jobs Pending Release"

7. Print the job as shown in steps F and G above and your document(s) will be printed.