Wireless Printing

Instructions for Printing from Personal Computer to Lab Printers

1. Go to my.sbu.edu click on Tech Assistance at the top of the page

2. Scroll down the page and click on Wireless Printing

3. Log into Papercut with your SBU credentials
4. Click on the **Submit a Job** button

5. Select a printer (*note the printers location information*)

6. Scroll down below the list of printers and click on the **Print Options and Account Selection** button.
7. Click on the Upload Document button

8. Locate your document/s on your computer and drag and drop it into the drop box or click on the **Upload from computer** button, find the document and click **Open**.

9. Scroll down and click on the **Upload & Complete** button

10. Your documents will be sent to the printer and your screen will show you your printing summary