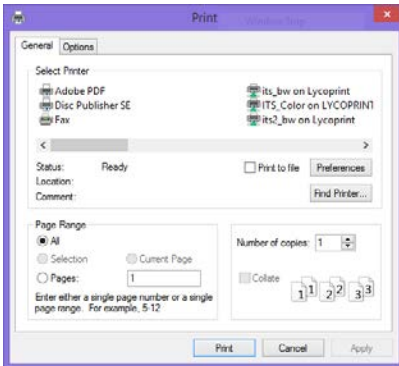
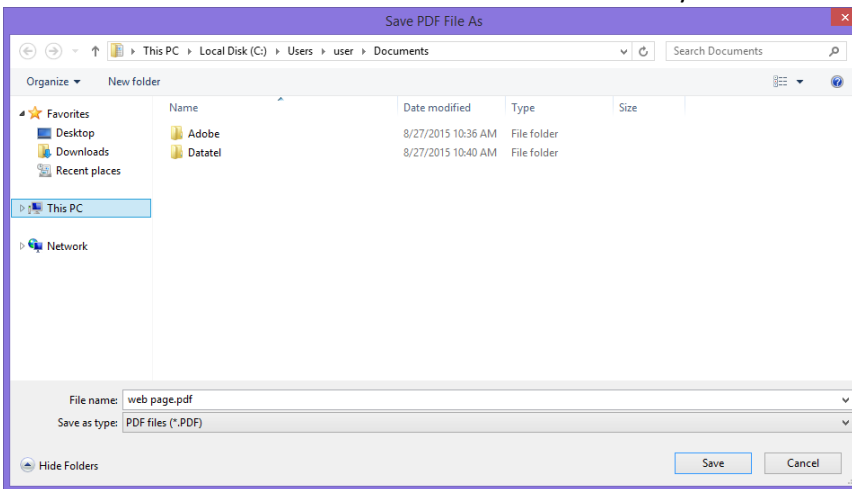


1. Select a web page to print.
2. Select print from the file menu or using the CTRL+P shortcut.



3. Choose Adobe PDF and Click Print. Then Name and Save your file.



4. Check your PDF file to make sure it looks how you want it to before uploading the file to the Papercut print service website.
5. Upload the file to the find me print service website.

# Find Me Printing from your own computer

Microsoft Office documents (Word, Excel, Power Point) and PDFs can be sent from your personal computer to the print server via the web. This feature is also supported on tablets, smartphones and other devices that have a web browser. To utilize Find Me Printing:

- Log in to <http://lycoprint.lycoming.edu:9191>.
- Select **Web Print** from the menu on the left.
- Click on the **Select Job** link.
- Select a print queue; choose either **LycoBW on LYCOPRINT**(black and white pages) or **LycoColor on LYCOPRINT** (color pages).
- Click on **Print Options and Account Selection**.
- Select the number of copies to print. The default is one copy.
- Click on **Upload Documents**, and then either drag your file into the box that appears, or click on **Upload from Computer**.
- Click on **Upload and Complete**. Your print job will be sent to the print server, and you can release it with your ID at any public printer with a card reader attached to it. Jobs are stored until you release them at the printer, up to 24 hours.

## Printing to public printers

Networked color, multifunction printers (MFPs) are available for student use in every computer lab and in the library. Additionally, there are MFPs located in Jack's Corner in the Wertz Student Center and in Pennington Lounge in the Academic Center. Print jobs sent to a network printer can be retrieved at the printer with your student ID.

To print to networked printers:

1. Select one of the following printers.
  - **LycoBW on LYCOPRINT** (for black and white-only pages)
  - **LycoColor on LYCOPRINT** (for color pages)
2. At the printer, scan your ID with the small, black card scanner attached to the printer, or enter your login information on the printer's screen.
3. Select Print Release on the printer screen. It will show you the print jobs you have pending. Select one or more jobs to release for printing.

**Note:** the print server will store print jobs until you release them. If you do not release the print job within 24 hours of sending it to the print server, it will expire. You will not be charged for pages that you do not release at a networked printer.

MFPs also feature scan-to-email and copy functions that are accessible with student IDs.

Copies made on these machines are charged at the same rates listed above for printing. There is no charge to student accounts for scanned pages.