Printing and Making Copies Using KM Printers

Printing

1. To print a document from your computer, first go to https://papercut.hanover.edu and login.
2. From there, click the 'Web Print' button (highlighted below)

3. Click 'Submit Job'

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to

Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME

No active jobs

4. Then select what type of print you would like to make: Virtual Printer (black and white print), Virtual Color Printer, or Virtual Printer Stapled.
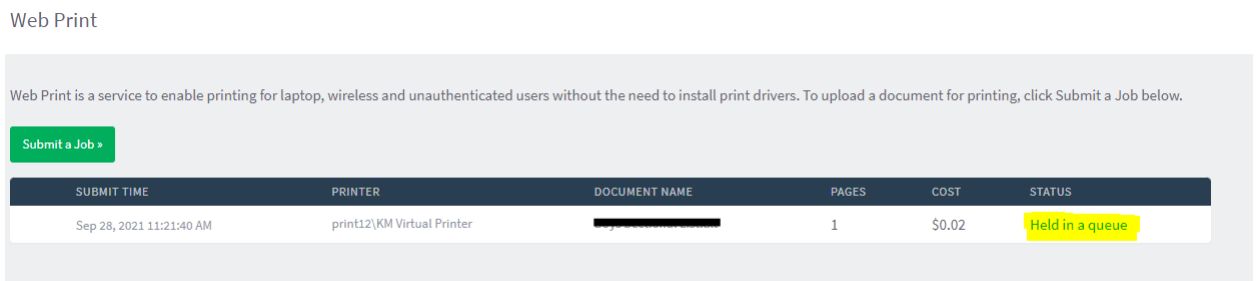
5. Next enter the number of copies you would like to print and click the '3. Upload Documents' button.

6. Click the 'Upload from computer' button and select the desired files from the pop-up menu. After all documents are selected, click the 'Upload and Complete' button to submit the print job.

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
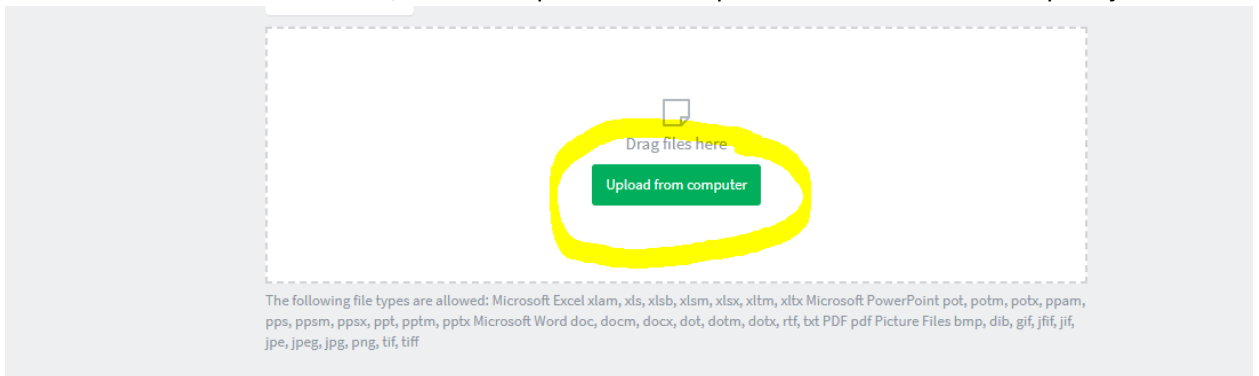
7. If the upload is successful, you should see this page with a status of 'Held in queue'

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
Sep 28, 2021 11:21:40 AM	print12\KM Virtual Printer		1	$0.02	Held in a queue

8. Once you have uploaded the file successfully, you will need to scan your Hanover ID card on any of the KM printers around campus to release your print job.

<div align="center"><u>Making Copies</u></div>

1. If you have a paper copy of a document and would like to make additional copies, first go to any KM printer on campus and scan your id card.
2. Once you are signed into the printer, place the original under the scanner and use the touchscreen on the printer to select the number of copies you would like to make.
3. Hit the Green Start button to begin making the copies.