

PRINTING ON CAMPUS

1

Ensure you have \$\$\$ on your TrentU Card

- Need to add cash to your account? Visit: trentucard.trentu.ca/login

2

Upload your print job

- Log into your **myTrent** account
- Click **Services** tab
- Under IT Services click the **PaperCut Web Print** icon or go to: papercut.trentu.ca:9192/user
- Login using your Trent email and password
- Click **Web Print** (cannot print directly, need to upload file to queue)
- Click **Submit Job**
- Select a printer queue from the four options listed
- Click **Print Option and Account Selection**
- Upload files and click **Upload and Complete**

3

Release your print job

- Enter your Trent login or tap your TrentU card for payment and your job will print

OR

- While in webprint click tab **Jobs Pending Release** and select your job to print
- Under the action header select print and choose the printer in your immediate location for direct printing, by referencing the printer name on the machine
- Your job will print directly from that machine



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Quick tips

- PaperCut Web Print can be used by Mac and PC
- Upload your document before going to the printer
- Make sure you are using the correct printer queue

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Print/Copy

Single-Sided

Double-Sided

Black & White

0.17 cents

0.30 cents

Colour

0.45 cents

0.86 cents

***Scanning—FREE**

Need Help? Contact: printerfleet@trentu.ca

LOCATIONS: WEST BANK

- 1 Lady Eaton College**
 - 1st Floor: Basement in Computer Lab, Room 110
- 2 Champlain College Office**
 - 2nd Floor: Room 201
- 3 Bata Library (2 locations)**
 - 1st Floor: Right of Computer Lab
 - 2nd Floor: Printing Room
- 4 Student Centre**
 - 2nd Floor
- 5 Blackburn Hall**
 - Front Lobby



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LOCATIONS: EAST BANK



1 Science Complex (2 locations)

- 1st Floor: Crypt, Room 113
- 2nd Floor: Room 201, by Elevators

2 Life Health Science Building

- 1st Floor: C Block Computer Lab, Room 102

3 Otonabee College

- 2nd Floor: Landing by School of Education

4 Gzowski College

- 1st Floor: Main Atrium

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