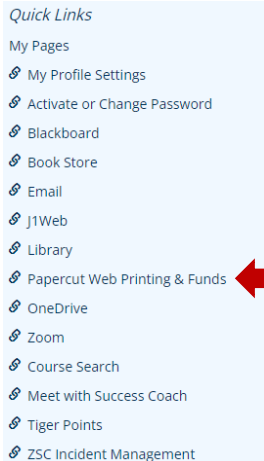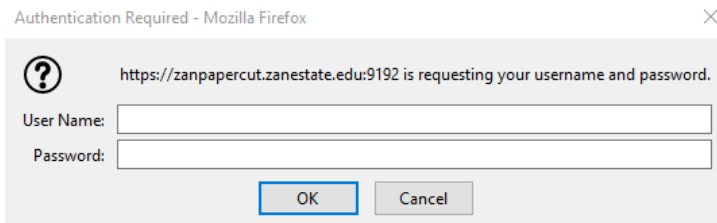**How to print from your personal device**
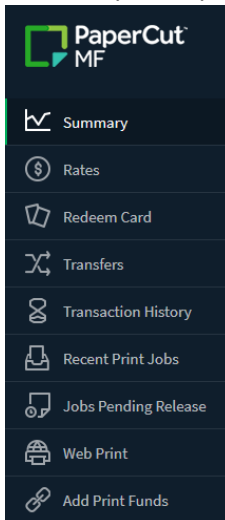
Modified Date: August 10, 2023

1. Open an Internet browser to My ZSC (my.zanestate.edu) and login.
2. In the quick links section, click on Papercut Print Funds.

3. At the Papercut login prompt, enter your username and password (same as for My ZSC).

4. At the Papercut portal, click the Web Print link on the left side.

5. At the Web Print window, click the Submit a Job button.
6. At the next prompt, enter the number of copies needed for this print job. Then click the Upload Documents button.


7. At the next prompt, click the Upload from computer button and browse to your supported file. You will see a thumbnail of the document once uploaded. Then click the Upload & Complete button.
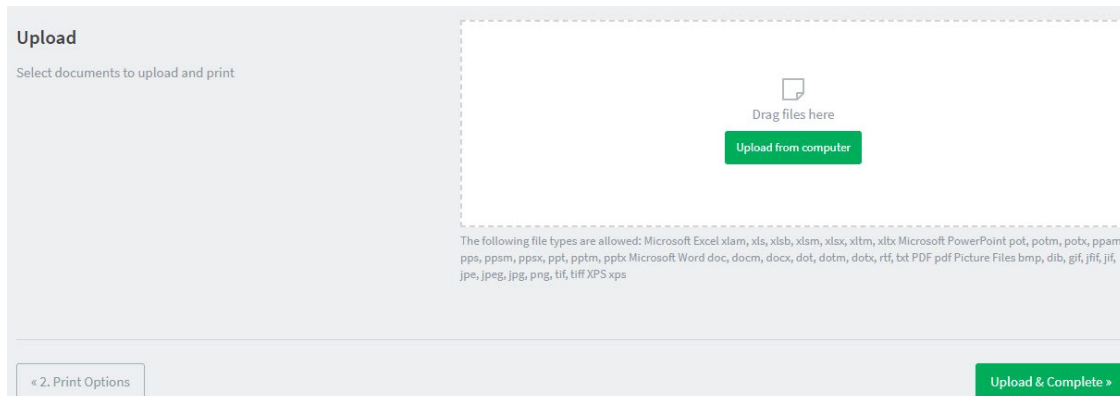
8. Once uploaded your document will have a status of Held in a queue and is ready for you to release for printing at one of our three student printers (College Hall, The Campus Center or ASTC).
9. At one of our three student Xerox printers, click the log in button at the top right of the screen. The button looks like a keyboard.
10. Type in your student ID number, then tap the check mark button (you will need to tap the &123 button to switch the keys to numbers).
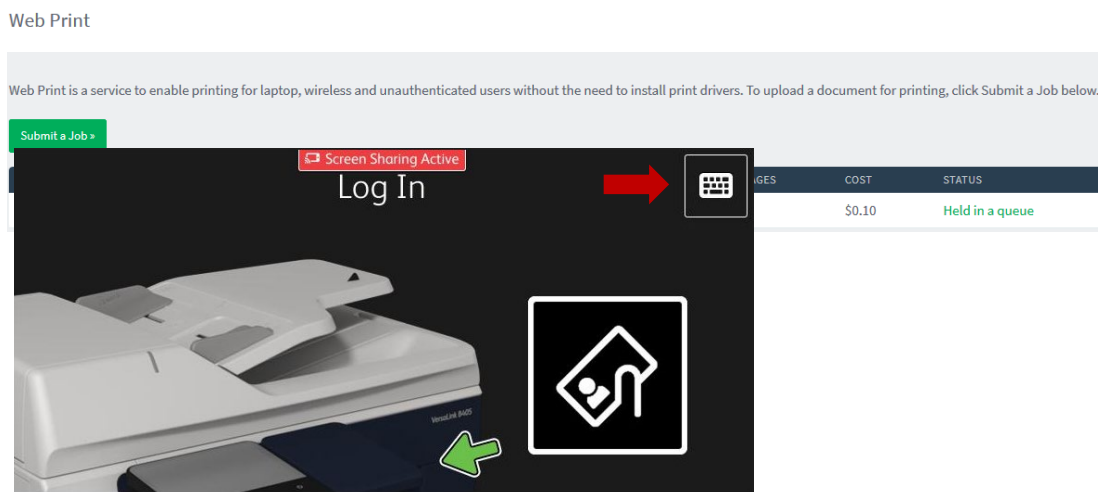
12. Once you login, you should see your print job holding in the queue. Tap the square box to the left of the document name to select your document. Then tap the Print button.
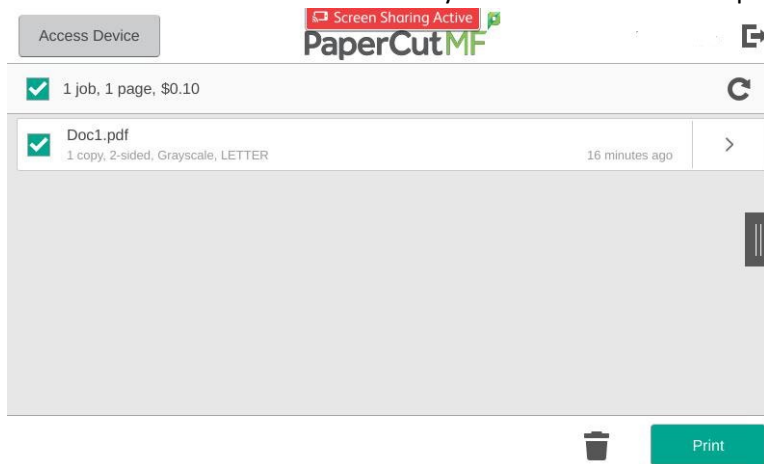
13. Collect your printed document from the printer's output tray.