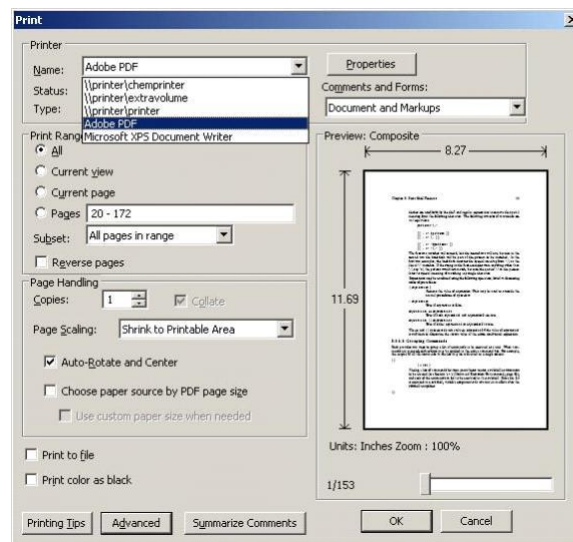




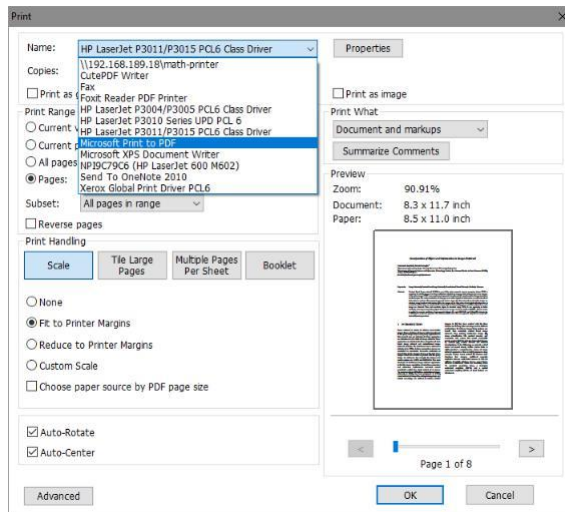
Printer Guide

A. Convert Document

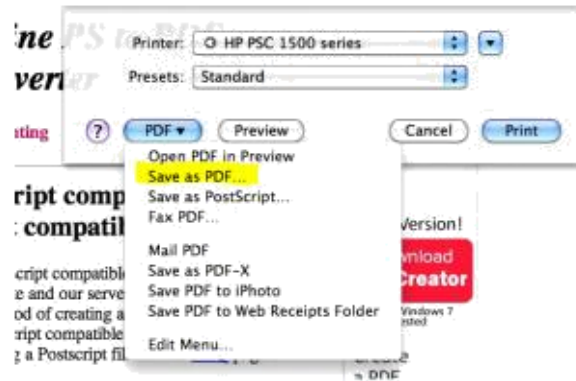
- Open the document you want to print, select **Print** from the File menu (or Win: Ctrl+P, Mac: Cmd+P).
- In the Printer dialog box: Windows: in the Printer name drop-down list, choose **Adobe PDF**
PDF, [CutePDF](#) (Win 8 or later : **Microsoft Print to PDF**), and click **OK**.



In Win XP or 7



In Win 8 or later

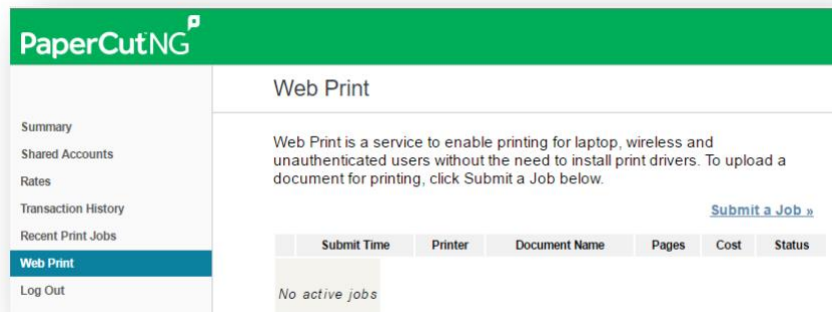


Mac: in lower left corner, click on the down-arrow next to PDF and select **Save as PDF**.



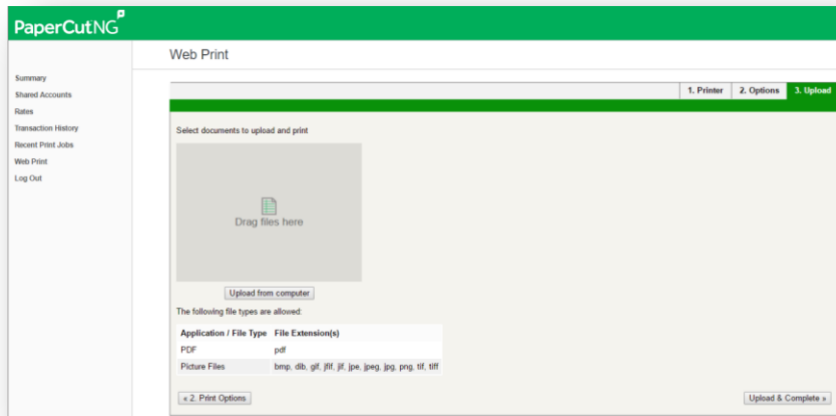
Printer Guide

- Save the PDF file to your desired location. Remember the location for the upload.



B. Upload Document

1. Open any browser and go to webprint.iasbs.ac.ir
2. Log-in using your University Email username and password.

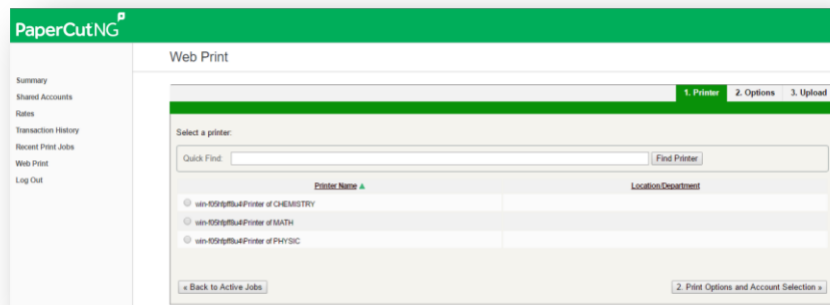


3. In PaperCut, click on **Web Print** and Click on the link **Submit a Job**.

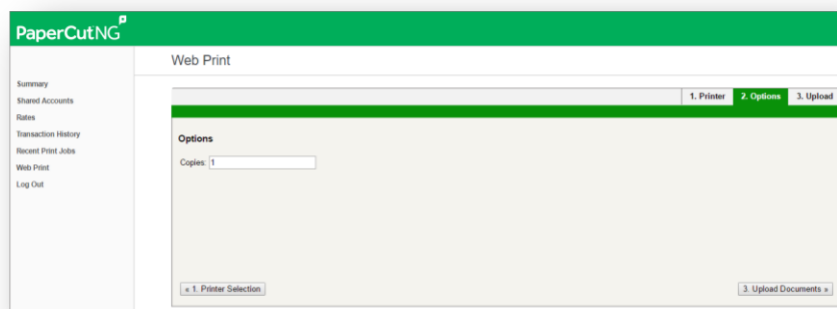


Printer Guide

4. Under the Printer Name, select which printer you want.



5. Click **2. Print Options and Account Selection** (figure above). Although visible, you cannot print multiple copies of a document. See the Facts section below.





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Printer Guide

6. Click **3. Upload Document** (figure above).
7. Under Select a document, click **Browse** to locate the PDF file you want to print, and then click **Upload& Complete**.