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, <u>CutePDF</u> (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.

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

B. Upload Document

- 1. Open any browser and go to <u>webprint.iasbs.ac.ir:9191/user</u>
- 2. Log-in using your University Email username and password.

PaperCutNG
Username
Password
Language English
Log in

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

PaperCut NG						
	Web Print					
Summary Shared Accounts Rates	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.					
Transaction History					<u>Submi</u>	t a Job 🤉
Recent Print Jobs	Submit Time	Printer	Document Name	Pages	Cost	Status
Web Print						

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

	Web Print	
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ates ransaction History	Select a printer:	
ecent Print Jobs leb Print	Quick Find:	Find Printer
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	win-f05htptf8u4Printer of CHEMISTRY	
	win-105htpt8u4iPrinter of MATH	
	win-t05ttptf8u4Printer of PHYSIC	
	« Back to Active Jobs	2. Print Options and Account Selection »

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.

	Web Print	
Summary Shared Accounts		1. Printer 2. Options 3. Upload
kates Transaction History Recent Print Jobs Web Print Log Out	Options Copies 1	
	« 1. Printer Selection	3. Upload Documents »

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**.

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