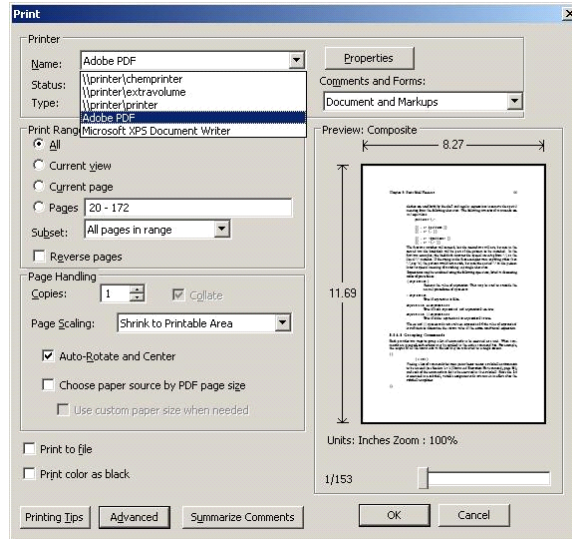
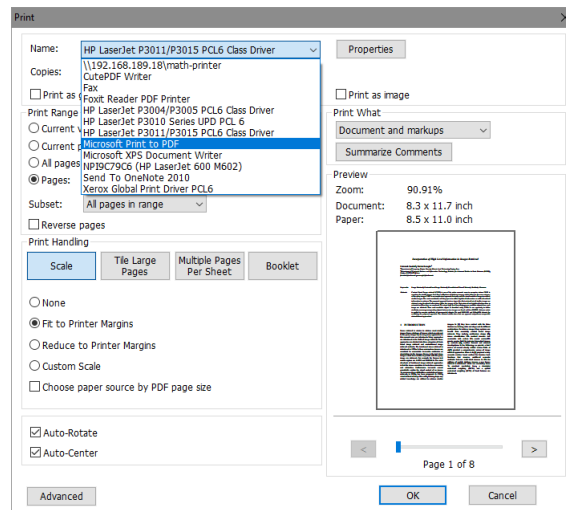


A. Convert Document

- 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**, **CutePDF** (Win 8 or later : **Microsoft Print to PDF**), and click **OK**.

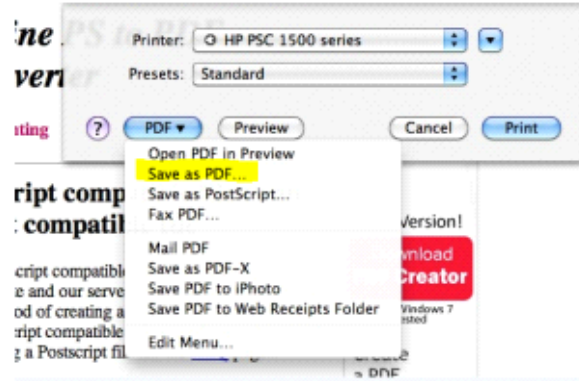


In Win XP or 7



In Win 8 or later

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



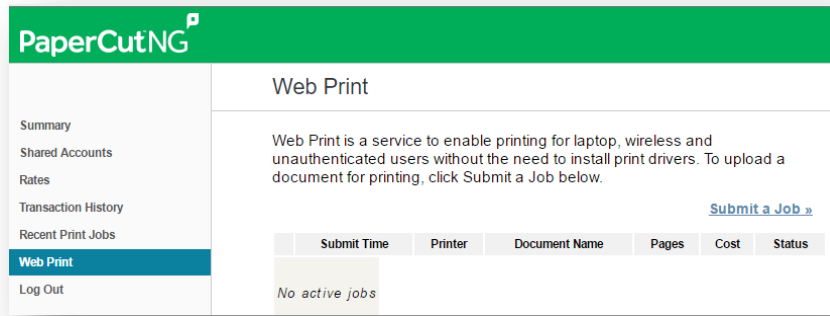
- Save the PDF file to your desired location. Remember the location for the upload.

B. Upload Document

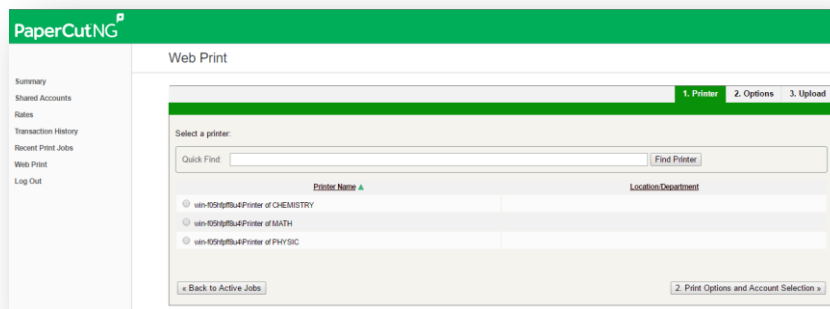
1. Open any browser and go to webprint.iasbs.ac.ir:9191/user
2. Log-in using your University Email username and password.

A screenshot of the PaperCut NG login form. The form has a light gray background and a drop shadow. It features the PaperCut NG logo at the top, which includes a green speech bubble icon. Below the logo are three input fields: 'Username' with an empty text box, 'Password' with an empty text box, and 'Language' with a dropdown menu set to 'English'. A 'Log in' button is located at the bottom right of the form.

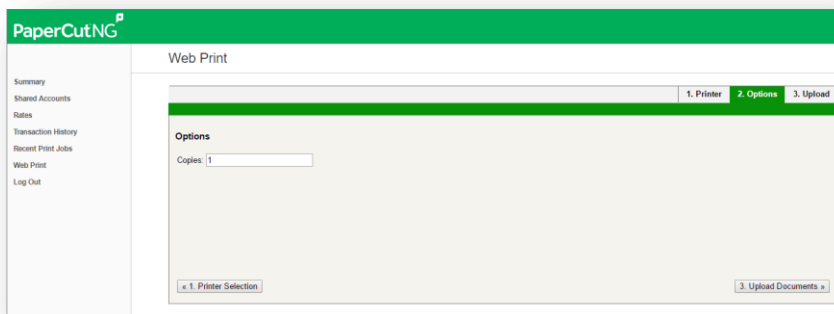
3. In PaperCut, click on **Web Print** and Click on the link **Submit a Job**.



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.



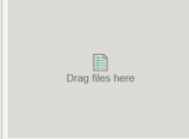
6. Click **3. Upload Document** (figure above).
7. Under Select a document, click **Browse** to locate the PDF file you want to print, and then click **Upload & Complete**.

Web Print

- Summary
- Shared Accounts
- Rates
- Transaction History
- Recent Print Jobs
- Web Print
- Log Out

1. Printer 2. Options 3. Upload

Select documents to upload and print



Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
PDF	pdf
Picture Files	bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff

Print Options

Upload & Complete