

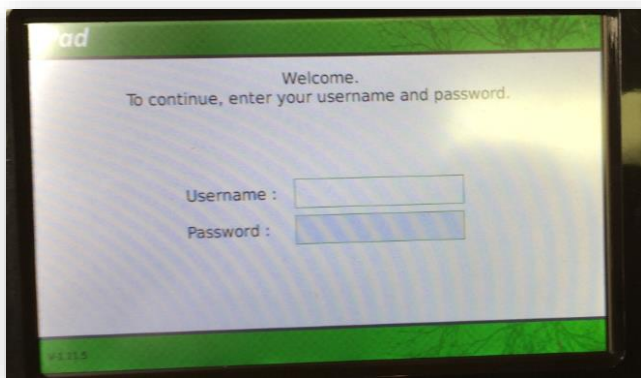
# Graceland University PaperCut Find-Me Printing

PaperCut find-me printing feature allows you to print to one print queue and release your print job to any printer of that model. Your print job is secure because it doesn't print until you release it. You will not be charged for your printing until your job is released.

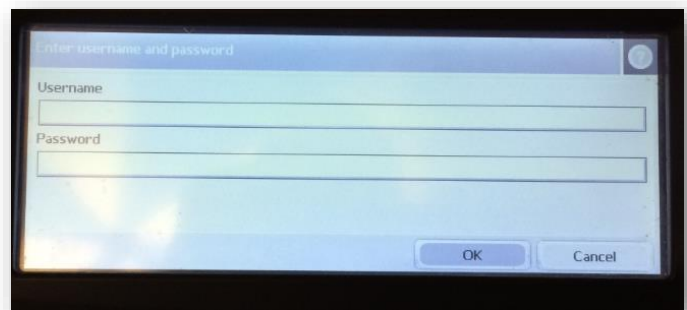
## How to use find-me printing for non-Graceland computers connected to public Internet access:

1. With a web browser, log in to the Graceland PaperCut web site <http://webprint.graceland.edu/>
  - a. Select Web Print
  - b. Submit a Job
  - c. Select printer paper\Canon iR3235 (virtual) or paper\HP LaserJet M4345 (virtual), and upload your document. See the Web Print instructions.
2. Go to the printer and log in to the control panel with your Graceland network username and password.

Canon iR3235

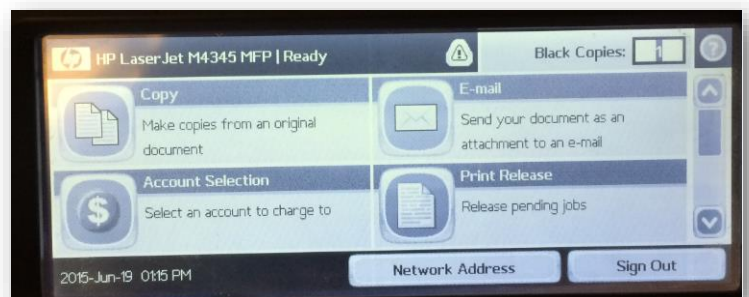


HP LaserJet M4345



3. Select the Print Release function.

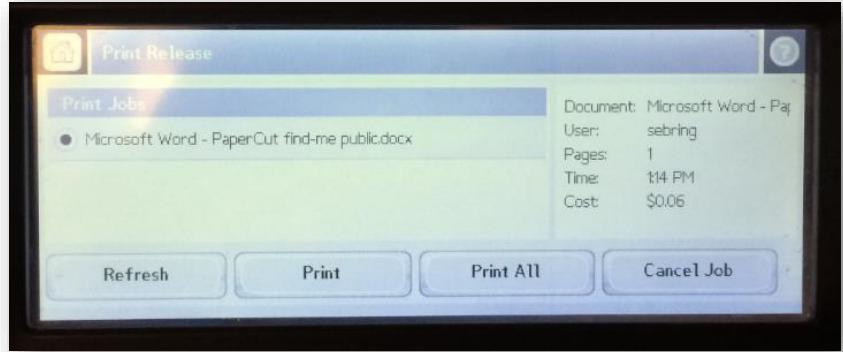
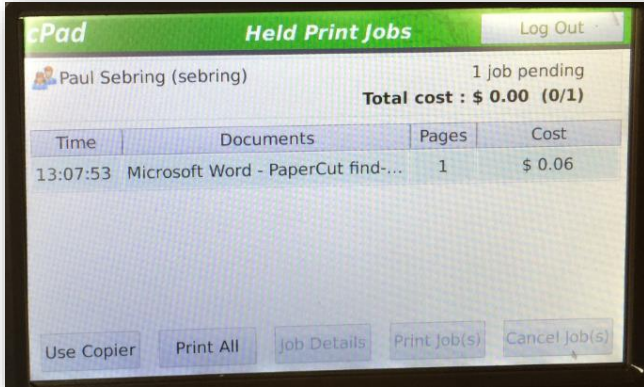
(HP LaserJet M4345 only)



4. Select the print job, then select Print or Cancel Job.

Canon iR3235

HP LaserJet M4345



Graceland University has two find-me print queues named for the model of the printer: Canon iR3235 and HP LaserJet M4345. Graceland find-me printing can print to these printers:

queue	printer	location
Canon iR3235	lib1mfp2	FM Smith Library
Canon iR3235	mssc1mfp1	MSC Internet Café
HP LaserJet M4345	lib0mfp1	FM Smith Library - PC Labs
HP LaserJet M4345	gunsmfp	Gunsolley Residence Hall
HP LaserJet M4345	tessmfp	Tess Morgan Residence Hall
HP LaserJet M4345	walkmfp	Walker Residence Hall
HP LaserJet M4345	gsgmfp	MSC GSG office