

Pfeiffer University Copiers

How to Print – Students

The SHARP logo is displayed in a bold, red, sans-serif font. A registered trademark symbol (®) is located at the end of the word.

SHARP BUSINESS SYSTEMS

The Pfeiffer University logo features the word "Pfeiffer" in a large, yellow, serif font. Below it, the word "UNIVERSITY" is written in a smaller, black, sans-serif font.

Service Requests and Supplies

For technical support, get in touch with the Help Desk at 704-463-3002 or email them at techsupport@pfeiffer.edu. In addition, access to your support request and frequently asked questions can be found at <https://techsupport.pfeiffer.edu>.

TO PRINT TO THE SHARP MFPs FROM A PERSONAL DEVICE USE THE FOLLOWING



Print-BW-1S [PaperCut Virtual Print Queue](Mobility)

- **Black and White One-Sided Print**



Print-BW-2S [PaperCut Virtual Print Queue](Mobility)

- **Black and White Two-Sided Print**



Print-Color-1S [PaperCut Virtual Print Queue](Mobility)

- **Color One-Sided Print**



Print-Color-2S [PaperCut Virtual Print Queues](Mobility)

- **Color Two-Sided Print**
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Using Pfeiffer Cloud Print

Students can submit print jobs from any personal computer and retrieve their documents from any Pfeiffer printer. You only need to install the mobility printers once on your personal computer. The following networks are supported:

FalconNet_Student, Cellular Hot Spots, and Personal Networks.

- Login to Pfeiffer SignOn Portal - <https://signon.pfeiffer.edu/>
- Select Pfeiffer Cloud Printing – PaperCut



- Download and Run Mobility Print
- Connect and get printers.

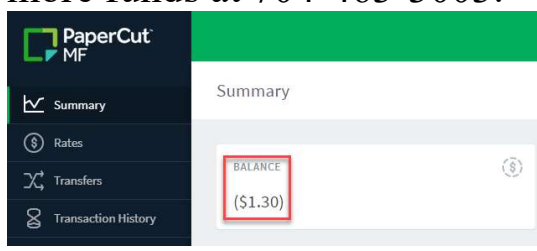
Using Pfeiffer Web Print

Students can submit print jobs directly from their web browsers from any **Pfeiffer Campus**. You can also use this site to check your account balance. **Web Printing only supports PDF and Image files.**

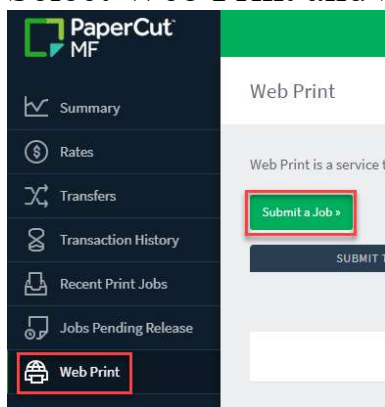
- Login to Pfeiffer SignOn Portal - <https://signon.pfeiffer.edu/>
- Select Pfeiffer Web Printing – PaperCut



- Login with Pfeiffer ID and Password if required
 - The direct Link is also available:
<https://webprint.pfeiffer.edu:9192/user>
- Your account balance is displayed in the Summary. Twenty-Five dollars is added to each active student's account each semester. The Cashier in the Business Office can assist you if you require more funds at 704-463-3003.



- Select Web Print and Submit a Job to upload a PDF or Image.



- Select a printer based on black&white/color or one/two-sided print.

PRINTER NAME ↑

☐ mis-pr01\Print-BW-1S (virtual)

☐ mis-pr01\Print-BW-2S (virtual)

☐ mis-pr01\Print-Color-1S (virtual)

☐ mis-pr01\Print-Color-2S (virtual)

- The default is one copy, which can be changed before uploading the file.

Options

Copies
1

« 1. Printer Selection

3. Upload Documents »

- Upload the PDF or Image by selecting from computer or dragging.
- Notice the file types that are supported.

Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

Drag files here

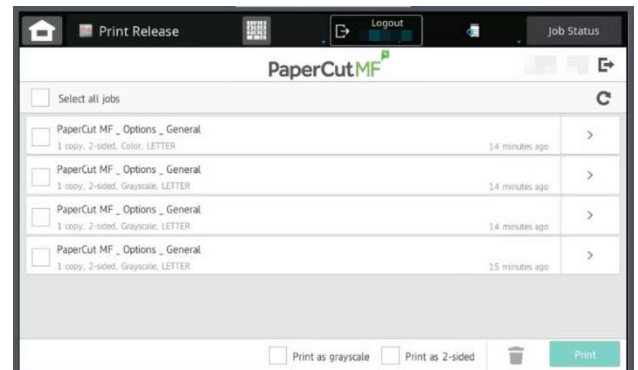
Upload from computer

The following file types are allowed: PDF, pdf, Picture Files, bmp, dib, gif, jif, jlt, jpe, jpeg, jpg, png, tiff, tiff

« 2. Print Options

Upload & Complete »

Releasing Print Jobs



WALK TO *ANY* OF THE COPIERS AND RETRIEVE YOUR DOCUMENT(S) BY LOGGING IN AND PRESS **PRINT RELEASE**

- Either press **select all jobs** or **choose the job** you want to print. (The print jobs will be held for 5 days).
- Press the **log out** button with your name in the upper right-hand corner of screen.
- To change the format, check the box **Print as 2-sided**.
- To delete, press the delete button.
- To change color settings, check the **Print as grayscale** or **Print in color**.
- To change the quantity, press the arrow to the right of your print job.