Want to print from your laptop to the ERTC printers? Follow these easy steps:

Step One: Be sure your file to print is saved in or exported to PDF format. You cannot print webpages or other unsupported formats through this method without first converting or exporting the file to PDF Format. Only Black and White printing is available at this time.

Step Two: Direct your web browser to the following web address: http://bit.ly/ertcprint

<u>Step Three:</u> Log in using your University of Louisville ULink log-in and password.



See reverse side to continue

	1. Printer 2. Options 3. Uplo
Select documents to upload and print	
Drag files here	Either Drag Files to this space or Click The Upload from computer button.
The following file types are allowed:	
PDF pdf	
« 2. Print Options	Upload & Complete
wed Print	1. Printer 2. Options 3. Upt
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Select documents to upload and print File Name.pdf 10.8 K/B remove Upload from computer The following file types are allowed:	1. Printer 2. Options 3. Uptions If you see the proper file to the I then click the Upload & Comple button below.
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Select documents to upload and print File Name.pdf 10.8 KiB remove Upload from computer The following file types are allowed: Application / File Type File Extension(s) PDF pdf	1. Printer 2. Options 3. Upt If you see the proper file to the l then click the Upload & Comple button below.

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.

			Submit a Job »			
	Submit Time	Printer	Document Name	Pages	Cost	Status
	Jun 23, 2017 1:24:52 PM	edu- papercut.education.iouisville.edu/ERTC_FrontDesk_Print_Pool	File Name.pdf	1	\$0.10	Held in a queue

Step Seven: Either drag-anddrop your PDF file to box marked "Drag files here" or click the "Upload from computer" button and browse to the location of the PDF file you wish to upload and print.

Step Eight: Ensure the proper file is listed in the box and then click the button marked "Upload & Complete >>"

Step Nine: You will see your files queued up. Come to the counter in room 201 and ask us to print your document for only ten cents per sheet.

Questions? Comments? Concerns? Suggestions? E-Mail the ERTC Staff at <u>ertcres@louisville.edu</u>