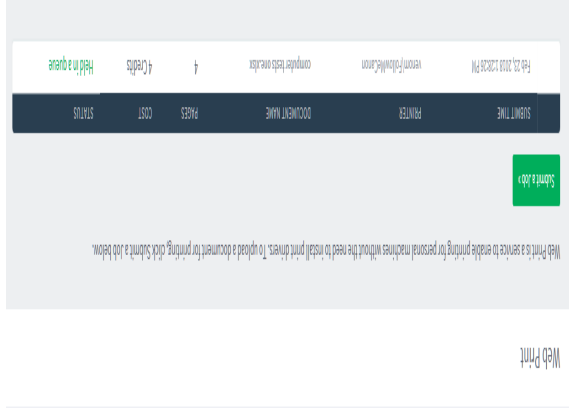


# Printing from Personal Devices



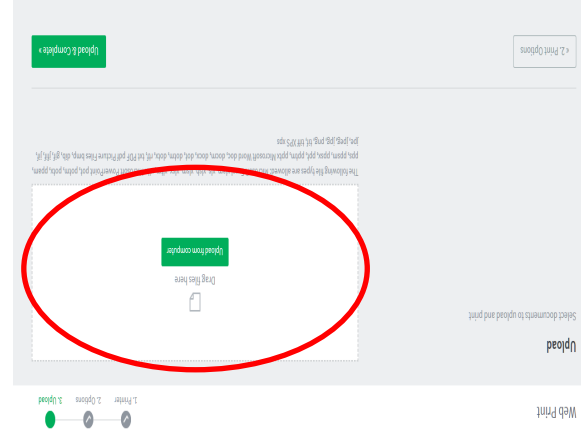
8.) You will be able to get your print job off of any copier with PaperCut installed by either scanning your Bay College ID or by logging in on the copier manually.



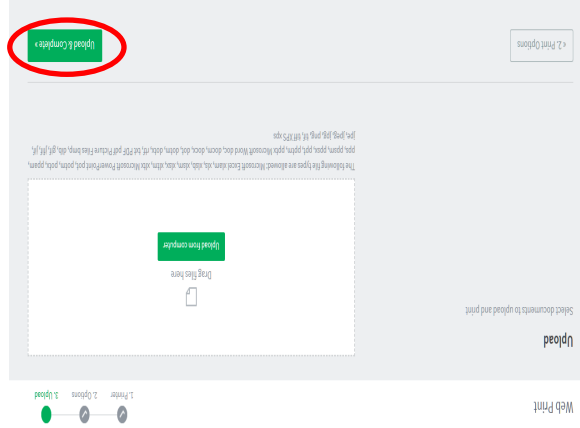
**IT Help Desk**  
906.217.4025  
ithelp@baycollege.edu



**Please take note that there are only certain file types allowed. These are listed in gray below the white box.**



7.) Once you have uploaded your files, click **Upload & Complete**.

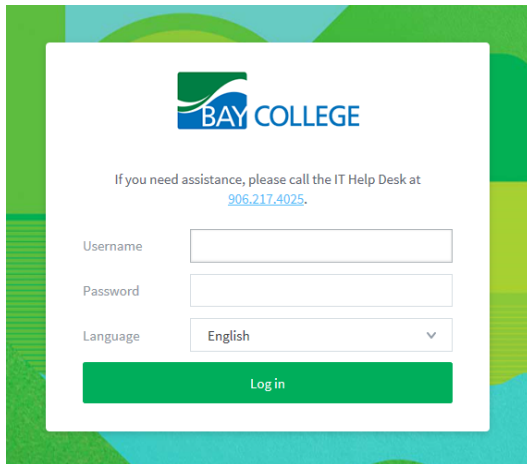


The next window shows you the details of your submitted print job.

You can now print from your personal devices when connected to the Bay College network.

## To Print From Your Personal Device:

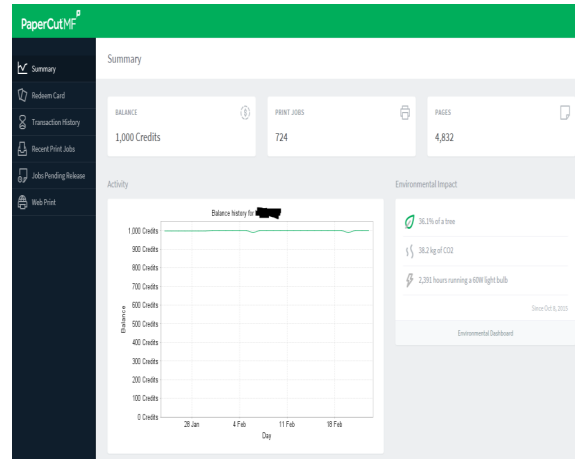
1.) Open a web browser on your device and go to <https://printing.baycollege.edu>



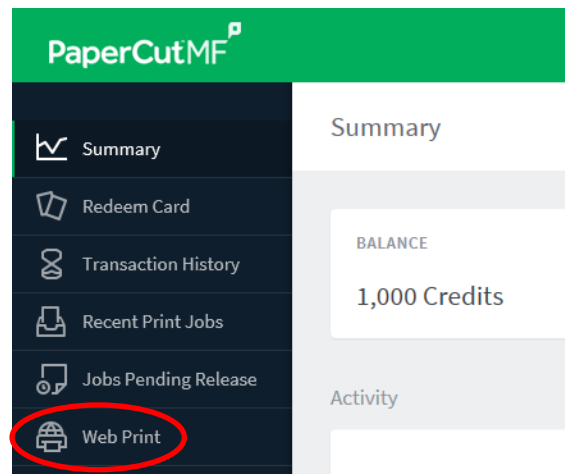
The image shows the Bay College login page. At the top is the Bay College logo. Below it, a message reads: "If you need assistance, please call the IT Help Desk at 906.217.4025." There are three input fields: "Username", "Password", and "Language" (set to "English"). A green "Log in" button is at the bottom.

2.) Login using your Bay College username and password.

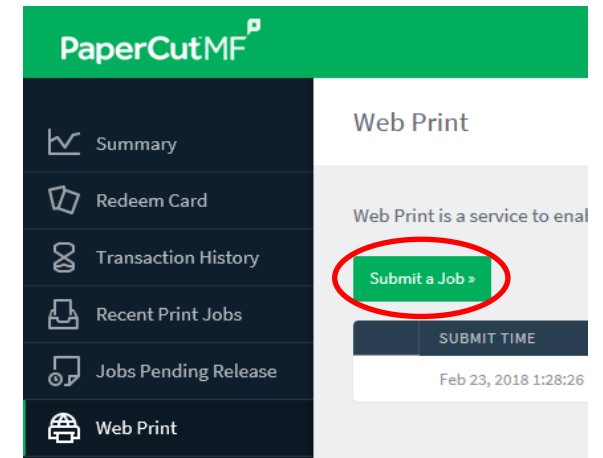
After logging in, you will see your dashboard showing information about your balance, the number of print jobs you've had, and the amount of pages you've printed.



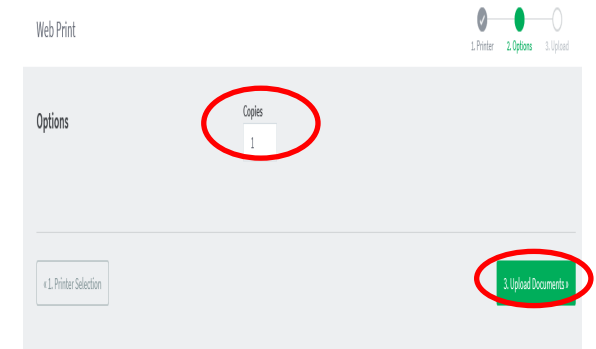
3.) On the navigation menu, click Web Print.



4.) Click the **Submit a Job** button.



5.) Select the number of copies you want to print then select **Upload Documents**.



6.) You can either drag and drop the files you want to print into the white box, or click **Upload from Computer** and navigate to where your files are located.