New Printing Procedures for HGSE Students

HGSE Information Technology has updated and improved options for printing on our campus. Our new solution eliminates the print release workstations, improves security for your print jobs, expands the devices you can print from, and costs less per page!

Get started by following a few simple steps:

1. Ensure your laptop or mobile device is <u>connected to the Harvard Secure wireless network</u> or a wired connection on campus.

2. Printing costs will still be redirected to your CrimsonCash card, so its important to have funds in your account.

3. Visit the HGSE printing portal: http://printing.gse.harvard.edu

4. Follow the instructions. Your device will be auto-discovered and directed to the correct instructions.
   - ✓ macOS devices and iOS devices (iPhone, iPad) will use AirPrint - no installation of software is required.
   - ✓ Windows, Android Devices and Chromebooks will require an installation of the Mobility Print App.
   - ✓ All devices will require your **Harvard Key email address and password** to authenticate to the "GSEPapercut" virtual queue for the first time. Once you have authenticated to the virtual queue you should not be prompted again.

5. Print jobs are "released" at any of the designated student printers, Gutman 1st, 2nd, 3rd and 4th floor.
   - ✓ Printing a document for the first time will present you with a dialog box to enter your **HarvardKey email address and password,** then swipe the thin strip on your Harvard ID to display jobs you have waiting to be released in your printer queue.

Your print job will print

We're happy to help!
IT Support Desk -
Gutman Library, 3rd Floor

New Printing Costs:
B/W - $0.04 per page
Color - $0.12 per page

New Printing Procedures for HGSE Students

HGSE Information Technology has updated and improved options for printing on our campus. Our new solution eliminates the print release workstations, improves security for your print jobs, expands the devices you can print from, and costs less per page!

Webprint Instructions to print from your Computer without swiping:

1. Ensure your laptop or mobile device is <u>connected to the Harvard Secure wireless network</u> or a wired connection on campus.
2. Printing costs will still be redirected to your CrimsonCash card, so its important to have funds in your account.
3. Visit the HGSE Web printing portal: https://webprint.gse.harvard.edu
4. Login using your Harvard Key credentials.
5. Click Web Print.
6. Click **Submit a job**.
7. Click **Upload Documents**, Click **Upload from Computer** select your file and **Click Upload & Complete**.
8. Select **Held in a Queue,** Click **Print.**
9. Navigate to Jobs Pending Release, next to the job you want to print→Click **Print** .
10. Select Printer to print to ex **HGSE-Gutman-1-1.** Then your job will printout.

👉 **Your print job will print**

We're happy to help!
IT Support Desk -
Gutman Library, 3rd Floor

New Printing Costs:
B/W - $0.04 per page
Color - $0.12 per page