

## How To Utilize Web Print Within PaperCut

**Web Print is a service to enable printing for laptop, wireless, and unauthenticated users without the need to install print drivers**

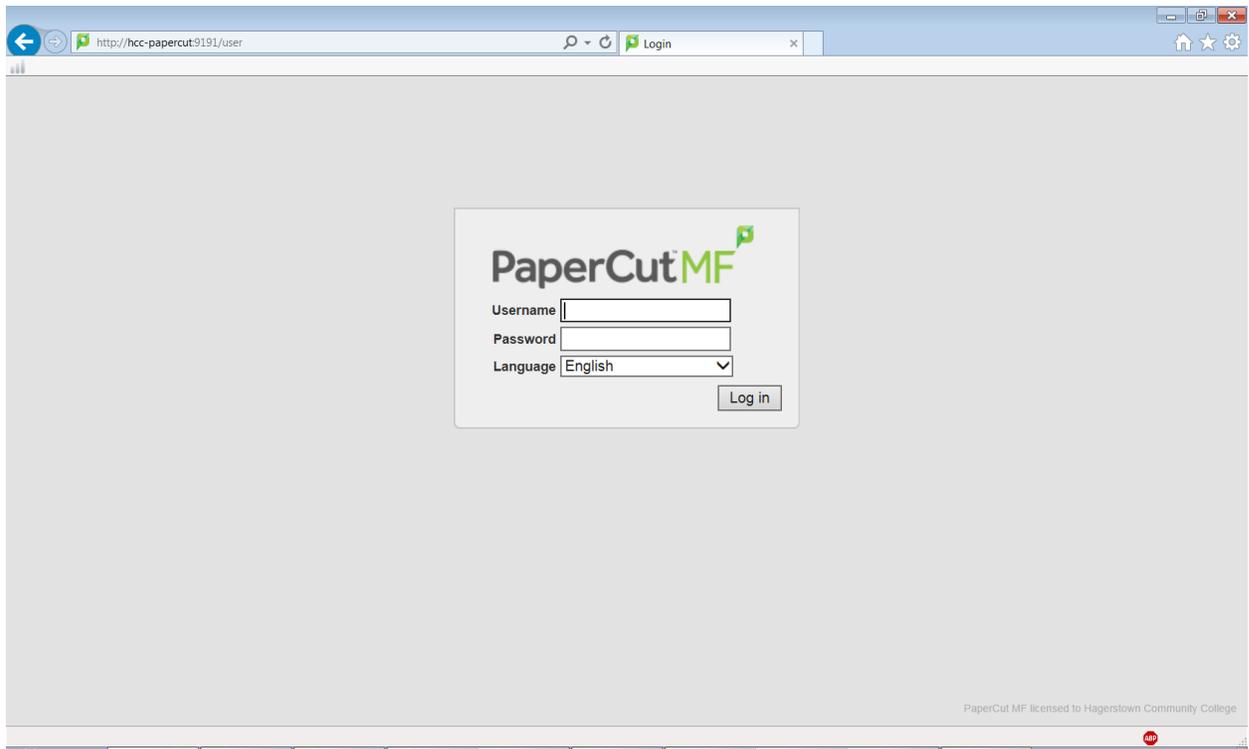
1. Navigate to the following link: <http://hcc-papercut:9191/user>
  - a. Or click the *Details...* link located on the balance window displayed when first logging in to a campus computer:



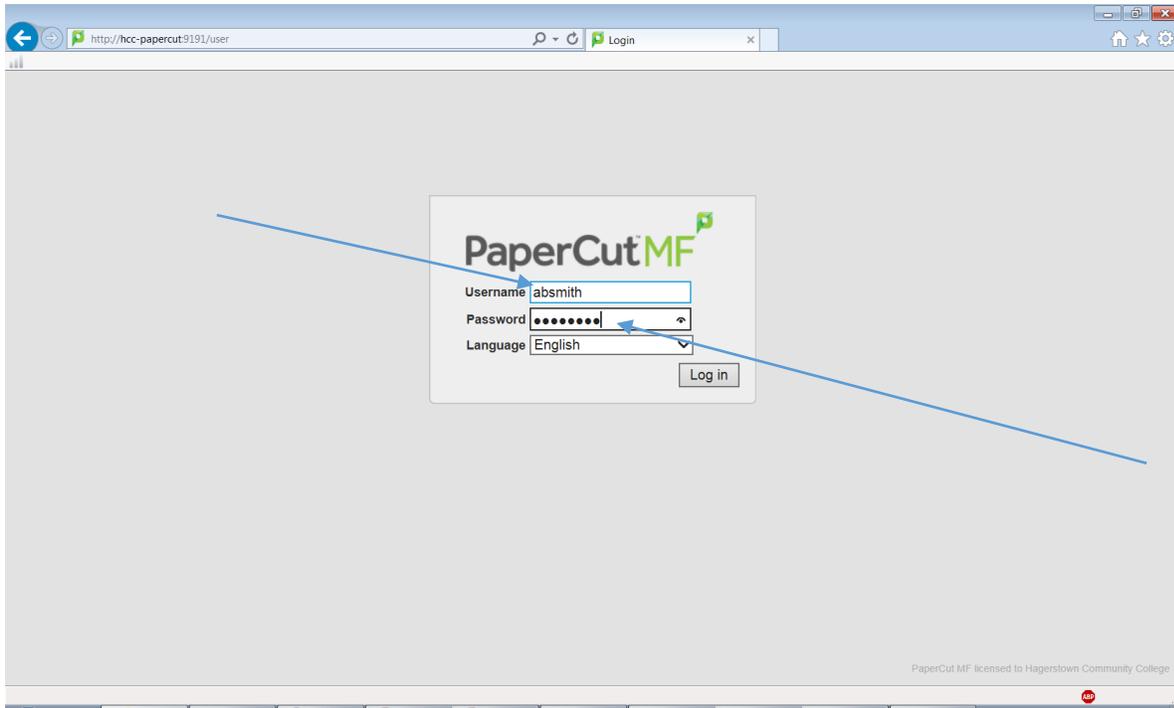
- b. If you do not see the above screenshot, click the PaperCut icon located on the taskbar:



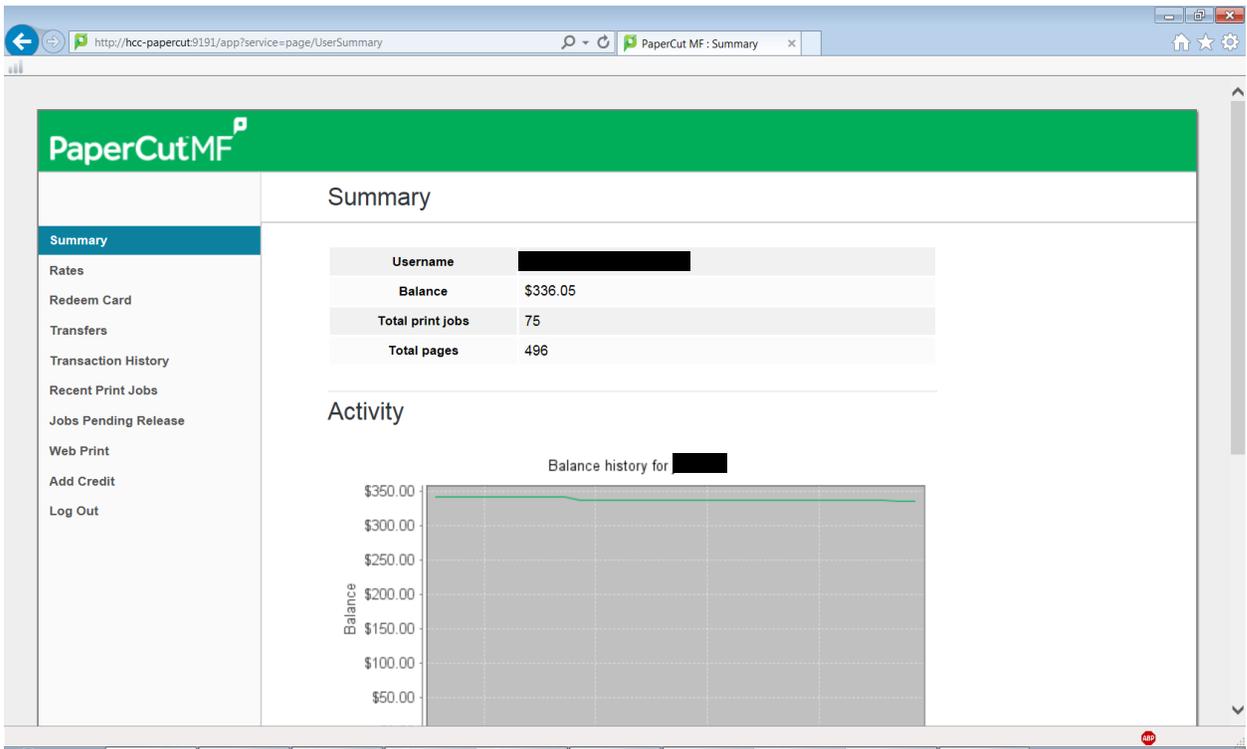
2. You should see a screen similar to the image below:



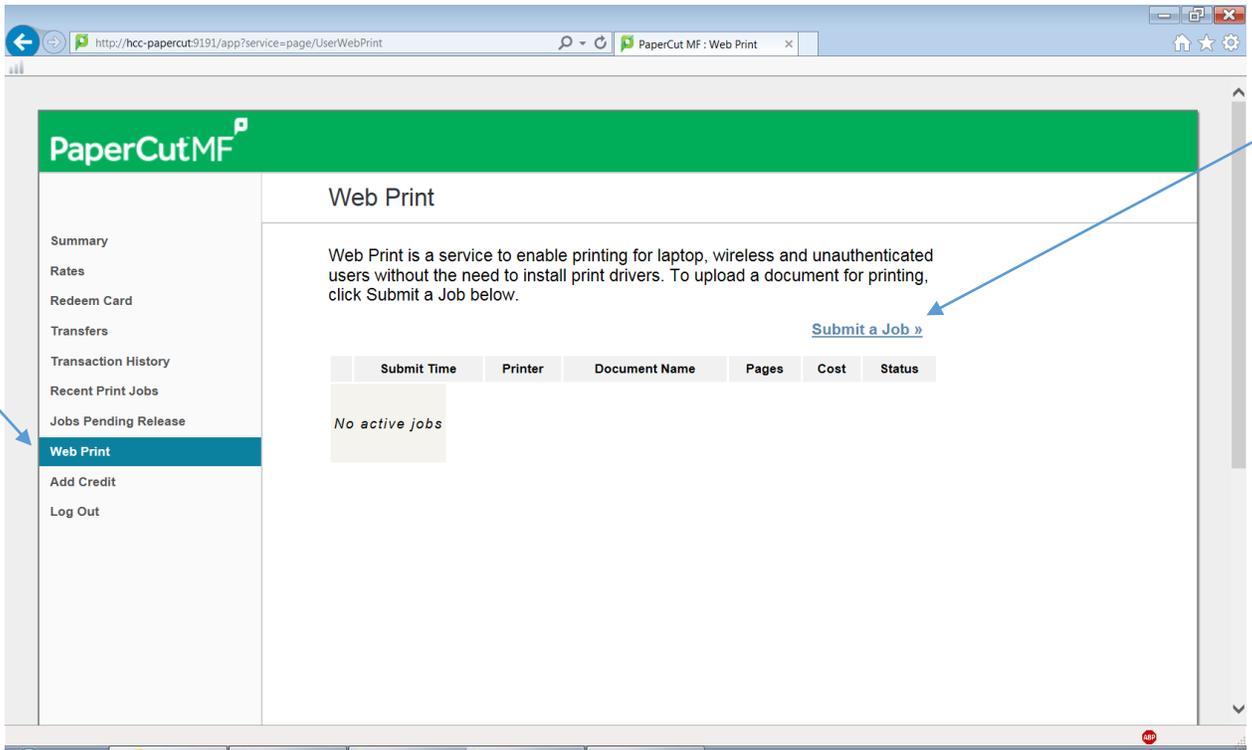
3. Type your Active Directory username and password.
  - a. The username is typically your first initial, middle initial, and last name (i.e. absmith).
  - b. The password is typically the same as your HCC email (faculty/staff or student).



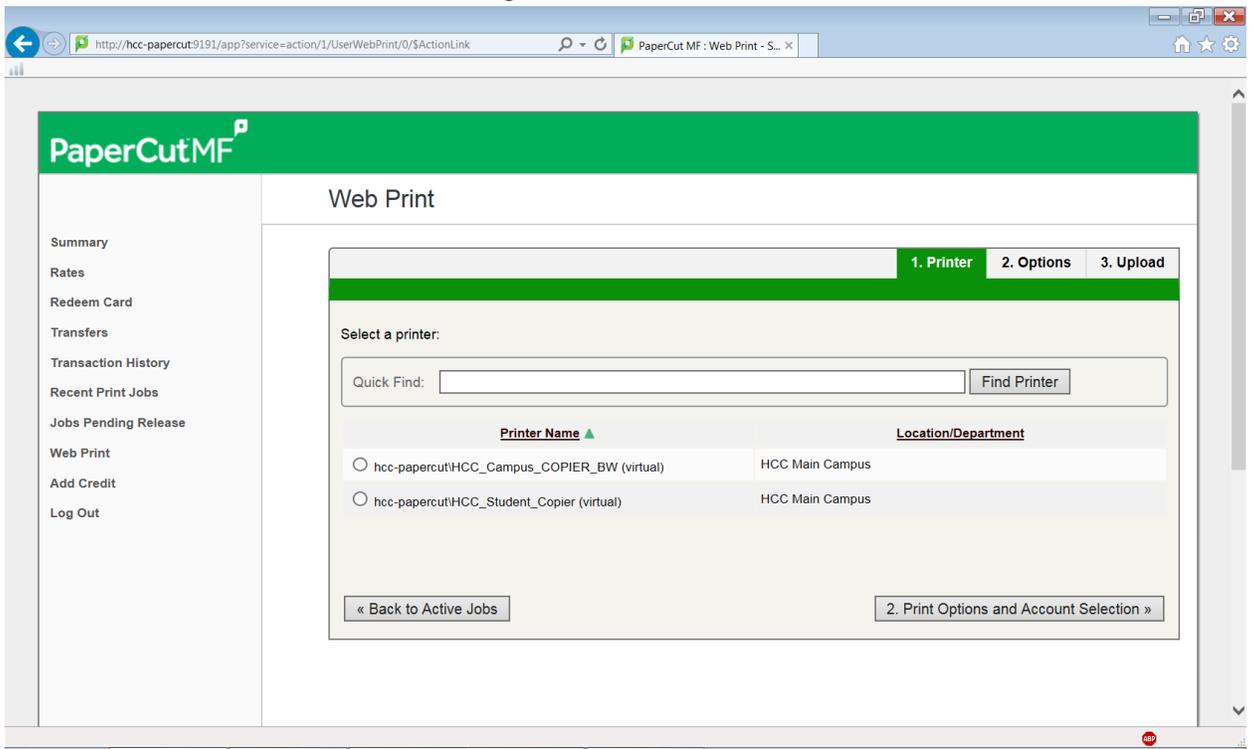
4. Once logged in your screen should look similar to the image below:



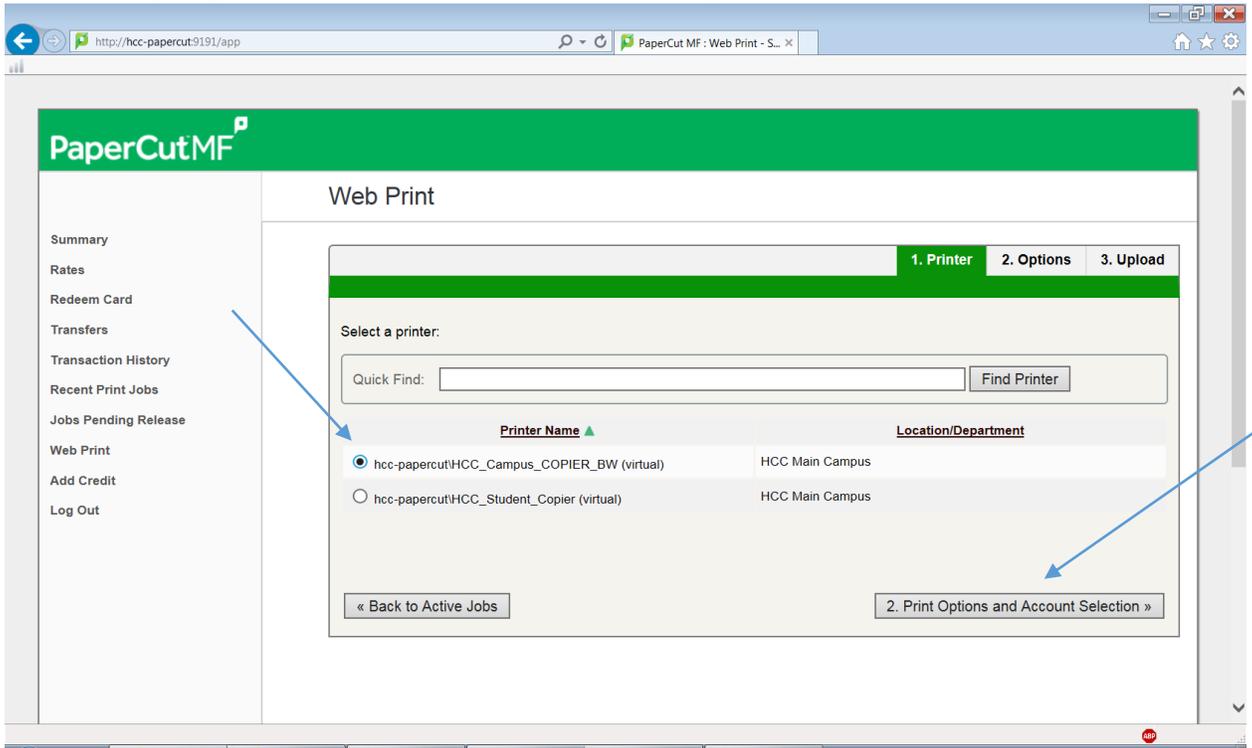
5. Click *Web Print* on the left hand side of the screen and then *Submit a Job*:



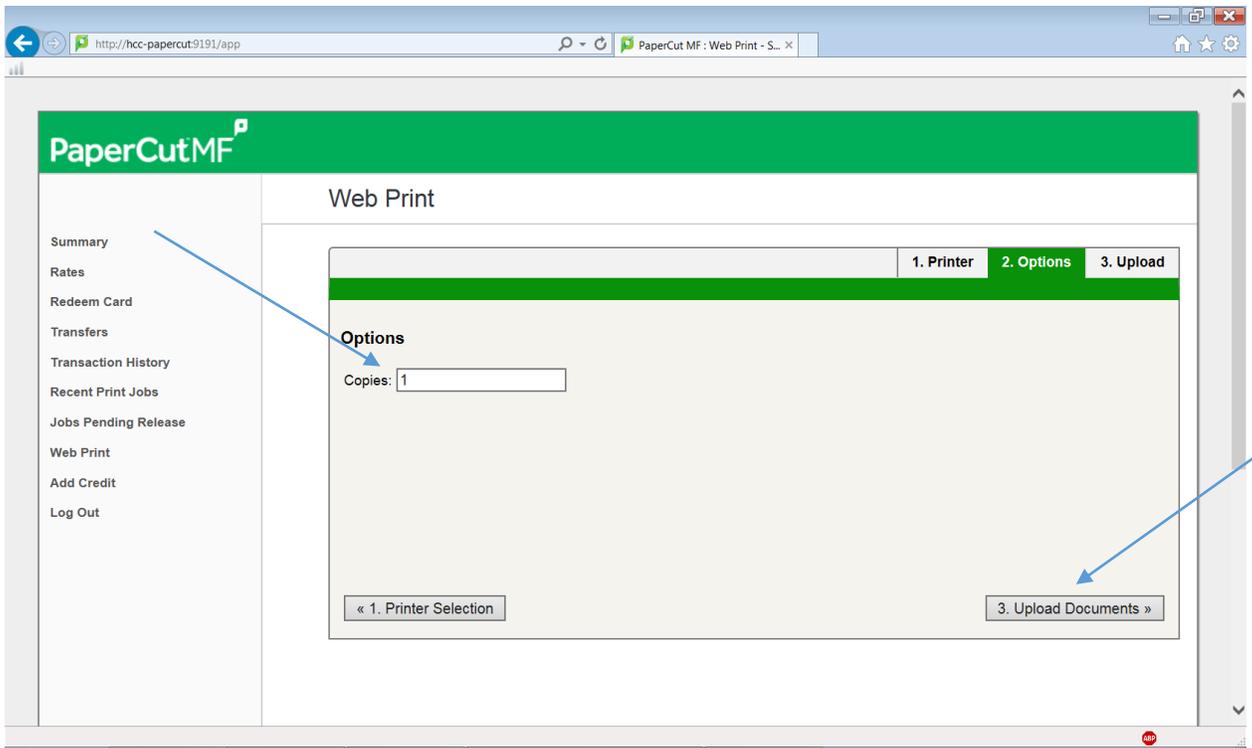
6. Your screen should look similar to the image below:



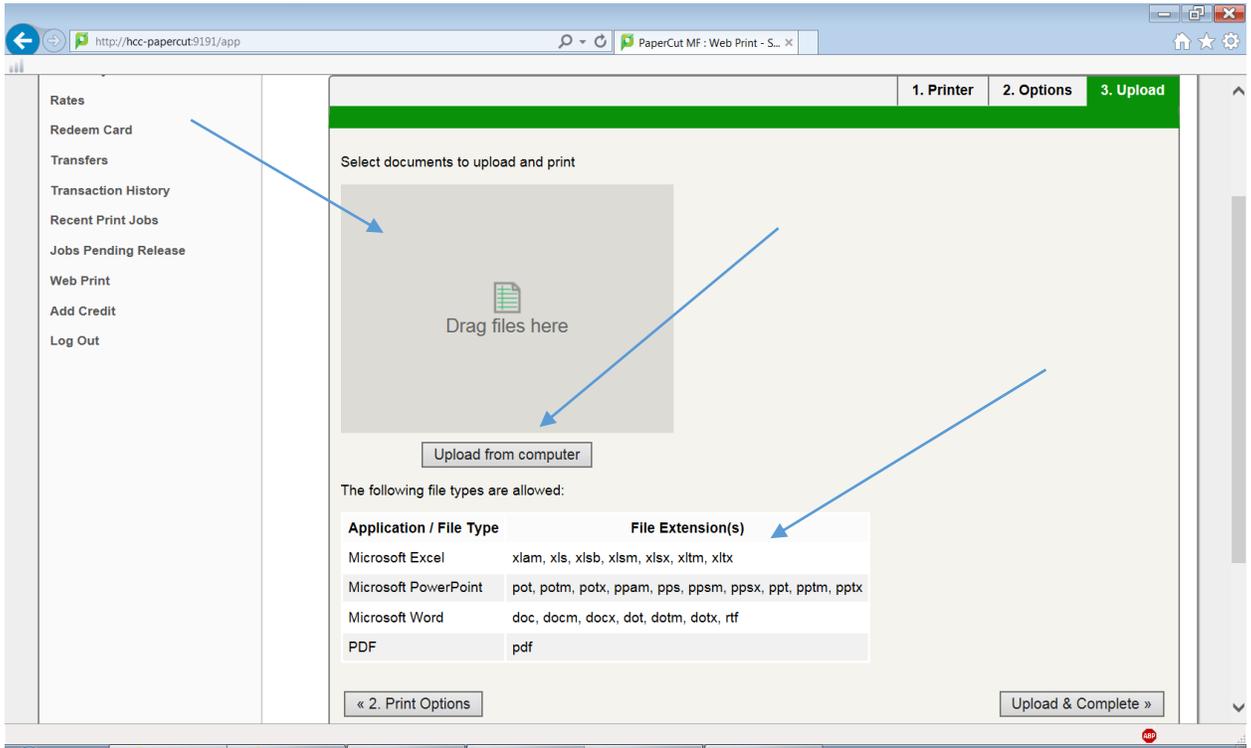
7. Select the printer you would like to send your document(s) to. A printer list should automatically be generated. Once selected click the *Print Options and Account Selection* button:



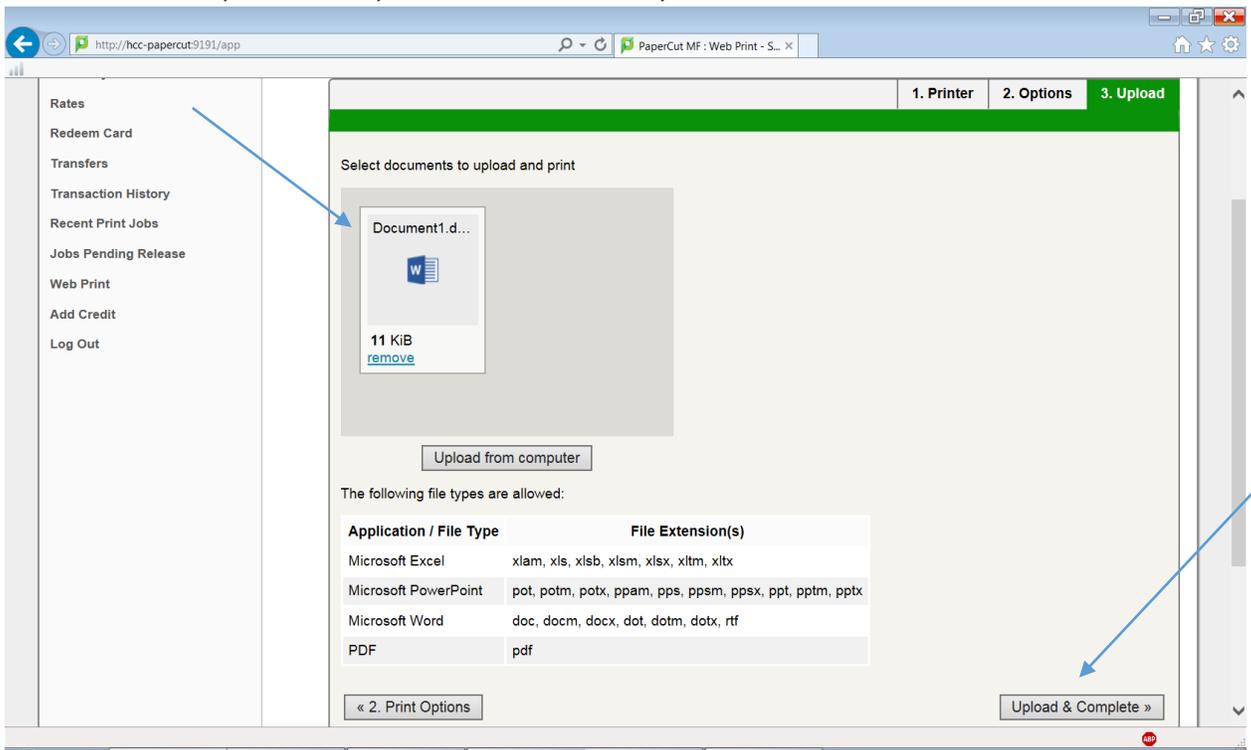
8. Enter the number of copies to be printed on the next screen and click the *Upload Documents* button:



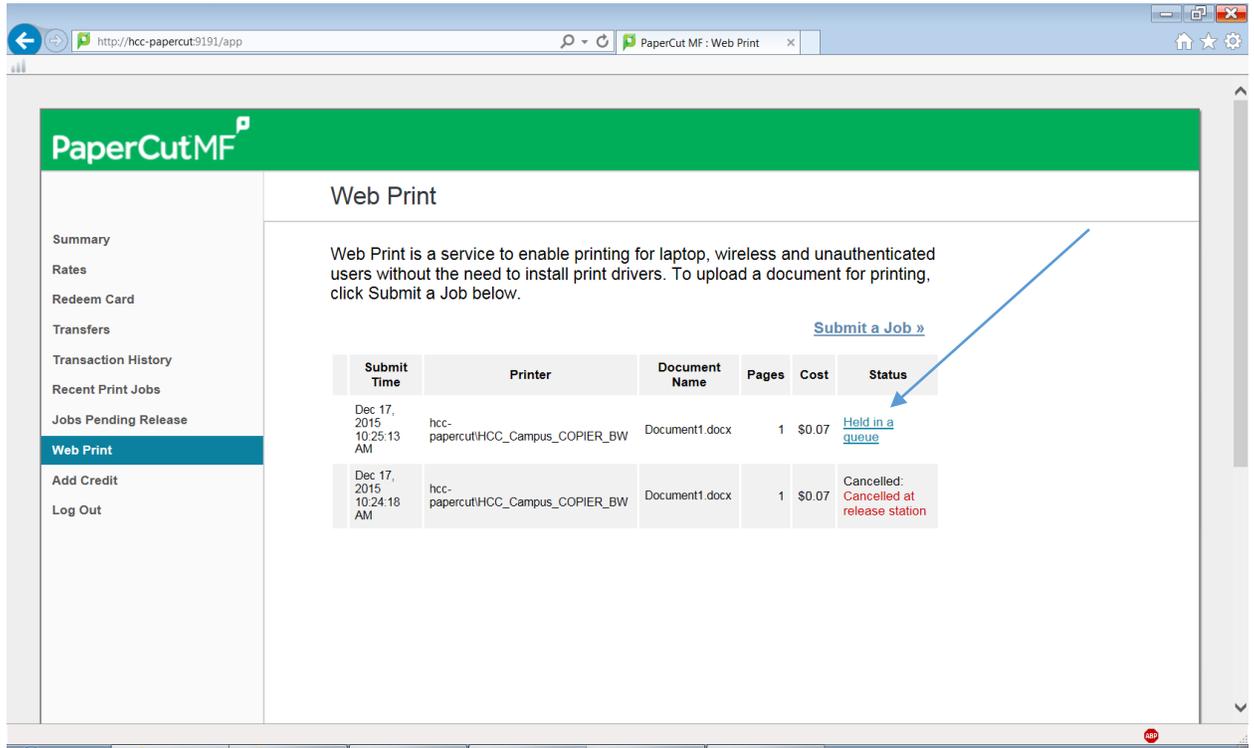
9. Select the documents to upload and print by either clicking and dragging them to the *Drag files here* area or clicking the *Upload from Computer* button and navigating to the file(s) location. **Take notice of the file types allowed:**



10. Once you have selected the file(s) to be printed your screen should look similar to the image below. Click the *Upload & Complete* button when ready:



11. The Web Print system will then process the document to be printed. Your screen should look similar to the image below once completed, and indication the job is being held in the PaperCut queue should be present:



12. Once the job is in the PaperCut queue you can choose to print or delete the job from the physical printer itself by logging in with your ID card.
13. If you have any questions or concerns, you may contact the department directly using the information below:
- Student Help Desk – 240-500-2891
  - IT Help Desk – 240-500-2457
  - Email – [hccit@hagerstowncc.edu](mailto:hccit@hagerstowncc.edu)