## How To Utilize Web Print Within PaperCut (Mac)

## 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: <u>http://hcc-papercut:9191/user</u>
  - a. Or click the *Details...* link located on the balance window displayed when first logging in to a Mac campus computer.
  - b. Before you click the *Details...* link, you will have to log in to the PaperCut client in order to properly access your account. The PaperCut login prompt should automatically appear once the Mac desktop displays. If not, perform the action described on letter c and select *Open* instead:
    - i. Enter your username and password for PaperCut and either press *Enter* or click *OK*.
      - 1. The username is typically your first initial, middle initial, and last name (i.e. absmith).
      - 2. The password is typically the same as your HCC email (faculty/staff or student).

00	Login
<b>Login</b> Your log	papercut-mf.com in credentials are required for printer acce <del>ss.</del>
Username: Password:	
Remember	For next 5 minutes \$
	Cancel OK

ii. The PaperCut balance notification should update with your current balance. The *Details...* link should now point to your PaperCut account. Click to access:



c. If the PaperCut client automatically logs out and gives you a \$0.00 balance, you will have to log back in. To do this locate the PaperCut icon on the menu bar at the top of your screen, hold down the Control key, click the icon (you may need to hold down the mouse key), and select *Login as...*:



- d. If you select *Login as...*, repeat the login process on letter b.
- e. If another user is logged in, repeat the process described on letter c, and choose *Logout*.

- 2. 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).

PaperCut MF       Username absnith       Password       Language       English       Log in	
	MF licensed to Hagerstown Community College

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

PaperCut <sup>P</sup>			
PaperCutMF			
	Summary		
Summary			
Rates	Username		
Redeem Card	Balance	\$336.05	
Transfers	Total print jobs	75	
Transaction History	Total pages	496	
Recent Print Jobs			
Jobs Pending Release	Activity		
Web Print		Balance history for	
Add Credit	\$350.00		
Log Out	\$300.00 -		
	\$250.00 -		
	\$ \$200.00		
	\$200.00 - E \$150.00 -		
	\$100.00		
	\$50.00 -		

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

	Web Print							
Summary Rates Redeem Card Transfers	Web Print is a servi users without the ne click Submit a Job b	ed to install	printing for laptop, v print drivers. To uple	vireless an bad a docu	ument for	enticated printing, t a Job »		
Transaction History	Submit Time	Printer	Document Name	Pages	Cost	Status		
Recent Print Jobs Jobs Pending Release	No active jobs							
Web Print								
Add Credit								
Log Out								

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

	Web Print	
Summary Rates Redeem Card Transfers	Select a printer:	1. Printer 2. Options 3. Upload
Transaction History Recent Print Jobs Jobs Pending Release Web Print	Quick Find:	Find Printer
Add Credit Log Out	hcc-papercut\HCC_Campus_COPIER_BW (virtual) hcc-papercut\HCC_Student_Copier (virtual)	HCC Main Campus
	« Back to Active Jobs	2. Print Options and Account Selection »

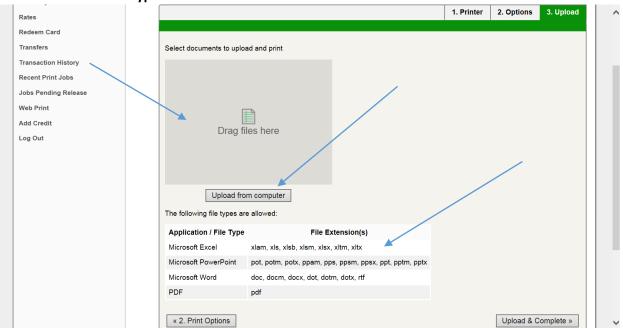
6. Select the printer you would like to send your document(s) to. A printer list should automatically be generated. Once selected click the *Print Options and Account Selection* button:

Summary Rates Redeem Card Transfers Transaction History Recent Print Jobs Jobs Pending Release Web Print Add Credit Log Out		١	Neb Print				
Transaction History     Quick Find:       Recent Print Jobs       Jobs Pending Release       Web Print       Add Credit         Once-papercutHCC_Campus_COPIER_BW (virtual)       HCC Main Campus	Rates			1. Printer	2. Options	3. Upload	
Add Credit O hcc-papercutHCC. Student Copier (virtual) HCC Main Campus	Transaction History Recent Print Jobs Jobs Pending Release		Quick Find:				

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

	Web Print		
Summary		1. Printer	2. Options 3. Upload
Redeem Card Transfers Recent Print Jobs Robs Pending Release Veb Print Add Credit	Options Copies: 1		
og our	« 1. Printer Selection		3. Upload Documents »

 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:



9. 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:

Rates			1. Printer	2. Options	3. Upload	
edeem Card						
ransfers	Select documents to uploa	ad and print				
ransaction History						
Recent Print Jobs	Document1.d					
Jobs Pending Release	w]					
Veb Print						
Add Credit						
Log Out	11 KiB remove					
	Upload fro	m computer				
	The following file types are	e allowed:				
	Application / File Type	File Extension(s)				
	Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx				/
	Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx				
	Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf				
	PDF	pdf				
				×		
	« 2. Print Options			Upload & C	omplete »	

10. 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:

Summary     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.       Redeem Card     Submit a Job below.       Transefers     Submit a Job below.       Transaction History     Submit       Recent Print Jobs     Submit       Dec 17, 2015     Dec 17, 2015       Dec 17, 2015     percutHCC_Campus_COPIER_BW       Document1 docx     1     \$0.07       Heid in a gueue       Add Credit     Dec 17, 2015       Log Out     Dec 17, 2015     hcc- papercutHCC_Campus_COPIER_BW     Document1 docx     1     \$0.07		Web Pri	nt					
Recent Print Jobs     Dec 17, 2015     Dec 17, 2015     Dec 17, papercutHCC_Campus_COPIER_BW     Document1.docx     1     \$0.07     Held in a gueue       Add Credit     Dec 17, 10/25.13     hcc- papercutHCC_Campus_COPIER_BW     Document1.docx     1     \$0.07     Cancelled: Cancelled: Cancelled at	Rates Redeem Card	users without	ut the need to install print driv			umen	t for printing,	
Jobs Pending Release     Dec 17, 2015 papercut HCC_Campus_COPIER_BW     Document1.docx     1     \$0.07       Web Print     Dec 17, Add     Dec 17, 2015     hcc- papercut HCC_Campus_COPIER_BW     Document1.docx     1     \$0.07       Add Credit     Dec 17, 10.2418     hcc- papercut HCC_Campus_COPIER_BW     Document1.docx     1     \$0.07			Printer		Pages	Cost	Status	
Add offenit 2015 hcc- 10/2418 papercutHCC Campus_COPIER BW Document1.docx 1 \$0.07 Cancelled at	Jobs Pending Release	2015 10:25:13		Document1.docx	1	\$0.07		
		2015 10:24:18		Document1.docx	1	\$0.07	Cancelled at	

- 11. 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.
- 12. If you have any questions or concerns, you may contact the department directly using the information below:
  - a. Student Help Desk 240-500-2891
  - b. IT Help Desk 240-500-2457
  - c. Email <u>hccit@hagerstowncc.edu</u>