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: <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 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:

← ⇒ 戶 http://hcc-papercut:9191/user	P → C P Login ×	$h \star \phi$
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	DoporCutME	
	PaperCutier	
	Username	
	Password	
	Log in	
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- 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).

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	P	
	PaperCut MF	
	Username absmith	
	Password	
	Log in	

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

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PaperCutMF	Summary		
Summary	Username		
Rates 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 -		
	ଥ୍ <u></u> \$200.00 -		
	<u>الله</u> \$150.00		
	\$100.00 -		
	\$50.00		

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

	rice=page/UserWebPrint	🔎 👻 🖉 🗭 PaperCut MF : Web	Print ×			
PaperCutMF Summary Rates Redeem Card Transfers Transaction History Recent Print Jobs Jobs Pending Release Web Print Add Credit Log Out	Web Print Web Print is a service to enable users without the need to instaclick Submit a Job below. Submit Time Printer No active jobs	e printing for laptop, wi Il print drivers. To uploa Document Name	reless and d a docun Pages	unauthenticate nent for printing <u>Submit a Job »</u> Cost Status	d	

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

PaperCutMF	Web Print	
Summary Rates Redeem Card Transfers Transaction History Recent Paint Loba	Select a printer:	1. Printer 2. Options 3. Upload
Jobs Pending Release Web Print Add Credit Log Out	Printer Name ▲	Location/Department HCC Main Campus HCC Main Campus
	« Back to Active Jobs	2. Print Options and Account Selection »

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:

PaperCutMF				
	V	Veb Print		
Summary Rates Redeem Card Transfers		Select a printer:	1. Printer 2. Options 3. Upl	bad
Transaction History Recent Print Jobs Jobs Pending Release	\backslash	Quick Find:	Find Printer	
Web Print		Printer Name A for-papercut\HCC_Campus_COPIER_BW (virtual)	Location/Department HCC Main Campus	
Log Out		O hcc-papercut/HCC_Student_Copier (virtual)	HCC Main Campus	
		« Back to Active Jobs	2. Print Options and Account Selection	»

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

PaperCutiMF	D ← C PaperCut MF : Web P	Print - S X
Summary	Web Print	1. Printer 2. Options 3. Upload
Redeem Card Transfers Transaction History Recent Print Jobs Jobs Pending Release Web Print Add Credit Log Out	Options Copies: 1	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:



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:

http://hcc-papercut:9191/app	P ▼ C PaperCut MF : Web Print - S ×		în ★ Ø
ates	1	I. Printer 2. Options	3. Upload
edeem Card			
ransfers	Select documents to upload and print		
ransaction History			
ecent Print Jobs	Document1.d		
obs Pending Release			
leb Print			
dd Credit			
og Out	11 KiB		
	Upload from computer		
	The following file types are 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	Complete »

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:

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	Web Prir	nt					
tates tedeem Card 'ransfers	Web Print is users withou click Submit	a service to enable printing the need to install print drive ta Job below.	for laptop, wir vers. To uploa	eless a d a doo	nd una cumen <u>Sul</u>	authenticated t for printing, <u>bmit a Job »</u>	
ransaction History Recent Print Jobs lobs Pending Release	Submit Time Dec 17, 2015 2015	Printer	Document Name	Pages	Cost	Status <u>Held in a</u>	
/eb Print dd Credit og Out	10:25:13 AM Dec 17, 2015 10:24:18 AM	hcc- papercutHCC_Campus_COPIER_BW	Document1.docx	1	\$0.07	queue Cancelled: Cancelled at release station	

- 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:
 - a. Student Help Desk 240-500-2891
 - b. IT Help Desk 240-500-2457
 - c. Email <u>hccit@hagerstowncc.edu</u>