

# PaperCut Web Print

PaperCut Web Print feature allows users to print from their own laptops and netbooks. With the Web Print feature, users do not have to install any driver, nor any printer on their personal devices. It uses a simple web interface to submit print jobs without having to use any of the lab computers. (ref: *Papercut Online Documentation*)

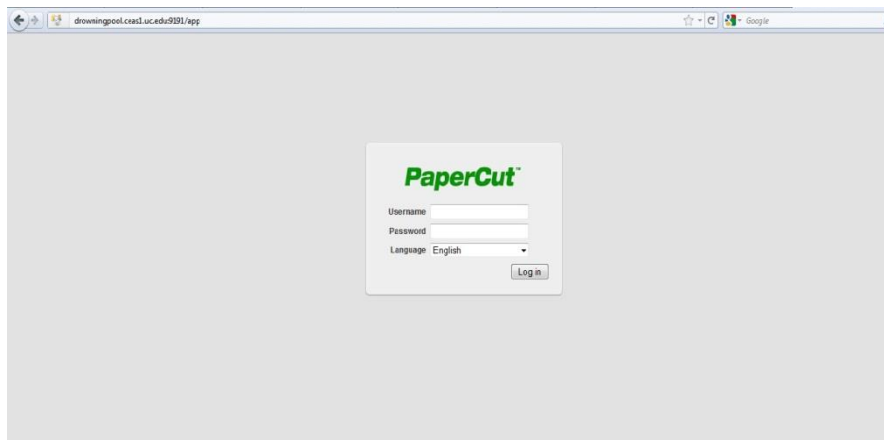
No driver/printer installation or configuration is necessary for printing. The section below provides a small tutorial on how to use the PaperCut Web Print feature.

## Restrictions:

- PaperCut Web Print is intended for users onsite or near the print release terminals. After 30 minutes, if the job is not printed, it will be automatically cleared from the queue.
- User must be connected to UC network either through a network cable, a VPN or the wireless network "UC\_Secure".
- Only the following types of files are supported by PaperCut Web Print:
  - *pdf*
  - *doc, docm, docx, dot, dotm, dotx*
  - *pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx*
  - *xlam, xls, xlsb, xlsx, xlsm, xltm, xltx*
- All print jobs submitted should be less than 50 pages (maximum page limit for a job).
- Users are not able to select specific pages or specific page range for print jobs.

## How to use PaperCut Web Print Feature:

- Once connected to UC Network, open up a web browser (IE, FireFox, Chrome, Safari, Opera etc.) and go to the following URL: <http://drowningpool.ceas1.uc.edu:9191/app>
- Login with your central login credentials.



- The PaperCut Web Application will be invoked.
- Click on **Web Print** link on the top-left hand corner.

**PaperCut**

**Summary**

<b>Username</b>	ceas01 (CEAS01)
<b>Balance</b>	600
<b>Total print jobs</b>	4
<b>Total pages</b>	4

**Activity**

**Balance history for ceas01**

Date	Balance
4 Sep	598
11 Sep	598
18 Sep	600
25 Sep	600

- Click on **Submit a Job** link.

PaperCut

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Log Out

Web Print

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.

Submit a Job »

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

- Select a printer you want to print to and click on '**2. Print Options and Account Selection**' button.

PaperCut™

Summary

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Web Print

1. Printer

2. Options

3. Upload

Select a printer:

Quick Find:

Find Printer

Printer Name ▲	Location/Department
<input type="radio"/> drowningpool615 Old Chem	615A Old Chem
<input type="radio"/> drowningpool834 Old Chem	834 Old Chem
<input type="radio"/> drowningpoolERC 617 Left	ERC 617
<input type="radio"/> drowningpoolERC 617 Right	ERC 617

« Back to Active Jobs

2. Print Options and Account Selection »

- Type how many Copies you need and Click on '**3. Upload Document**' button.

**PaperCut**

Summary  
Rates  
Transaction History  
Recent Print Jobs  
Jobs Pending Release  
Web Print  
Log Out

**Web Print**

1. Printer   2. Options   3. Upload

**Options**

Copies:

« 1. Printer Selection   **3. Upload Document »**

- Click Browse button to select the file you want to print.
- Click on ‘*Upload & Complete*’ button.

**PaperCut**

Summary  
Rates  
Transaction History  
Recent Print Jobs  
Jobs Pending Release  
Web Print  
Log Out

**Web Print**

1. Printer   2. Options   3. Upload

Select a document to upload and print

C:\Users\MaStation\Dc

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xlsm, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
PDF	pdf


« 2. Print Options   **Upload & Complete »**

- If the job got submitted successfully it will say, “**Your document was successfully submitted. See the table below to track its status.**”

- The Status displayed for the job will change from Submitting to Rendering job... to Held in a queue.

**PaperCut**


- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Log Out


**Your document was successfully submitted. See the table below to track its status.**

### Web Print

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.

[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
	Sep 29, 2011 3:57:56 PM	drowningpool\ERC 617 Left	Bios.pdf			Submitting


**PaperCut**

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[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
	Sep 29, 2011 3:57:56 PM	drowningpool\ERC 617 Left	Bios.pdf			Rendering job ...

**PaperCut**

- Summary
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[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
	Sep 29, 2011 3:57:56 PM	drowningpool\ERC 617 Left	Bios.pdf	3	3	<a href="#">Held in a queue</a>

- After print job shows status of ‘Held in a queue’, go to the relevant Print Release Terminal and release the job for print. **NOTE: After 30 minutes the job will be automatically removed from the print queue and will be not be retrievable. Quota counts will not be adjusted if print jobs are not retrieved timely.**