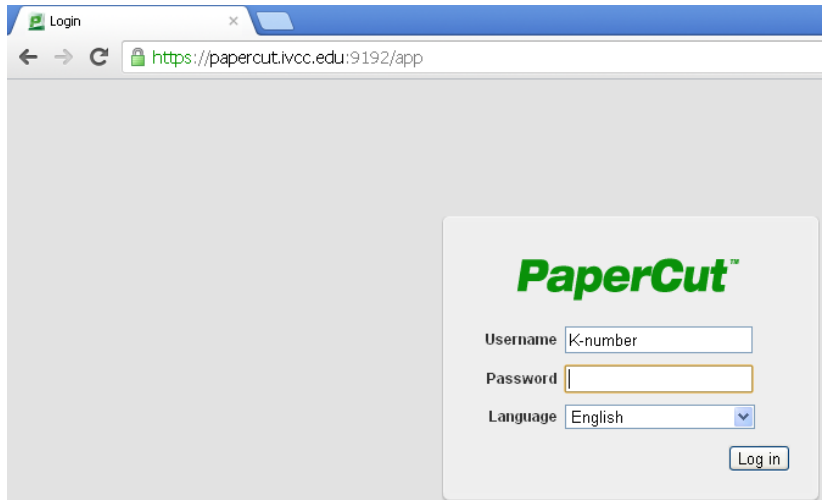


Instructions for Printing from Personally Owned Devices

Web Print is a service to enable printing from laptops to an IVCC printer.

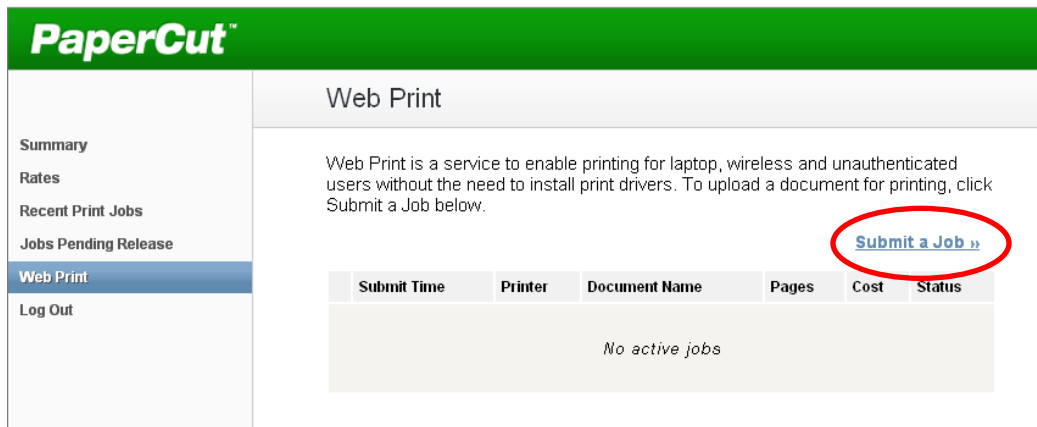
1. Go to <https://papercut.ivcc.edu:9192/>



The screenshot shows a web browser window with the address bar containing <https://papercut.ivcc.edu:9192/app>. The main content area features the PaperCut logo and a login form with the following fields: Username (with 'K-number' as a placeholder), Password, and Language (set to English). A 'Log in' button is located at the bottom right of the form.

2. Login using your network username and password.

If either the username or password are incorrectly entered, the user will receive an “invalid username or password” error message.



The screenshot displays the PaperCut Web Print interface. On the left is a sidebar with navigation options: Summary, Rates, Recent Print Jobs, Jobs Pending Release, Web Print (highlighted), and Log Out. The main content area is titled 'Web Print' and contains the following text: '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.' A link labeled 'Submit a Job »' is circled in red. Below the text is a table with the following columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table currently displays 'No active jobs'.

3. Click the Submit a Job link

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> papercut1\C229_HP4015	C229
<input type="radio"/> papercut1\D201_HP4015	D201

- Select a printer. Do not choose the color option.
- Click Print Options and Account Selection button.

1. Printer 2. Options 3. Upload

Options

Copies:

- Select number of copies
- Click Upload Document button.

1. Printer 2. Options 3. Upload

Select a document to upload and print

Hand Saniti... poster.docx

The following file formats are allowed:

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

- Click the Choose File button and browse for your file. Currently only allows PDF files.
- Click Upload and Complete.

Your print job will display on your screen. Your document will stay in the queue for approximately 45 minutes.

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
Aug 2, 2012 7:44:45 AM	paperout1\0201_CP3505	Hand Sanitizing poster.docx	1	\$0.00	Held in a queue

10. Go to the printer, log into the print release station, pay and print your document.