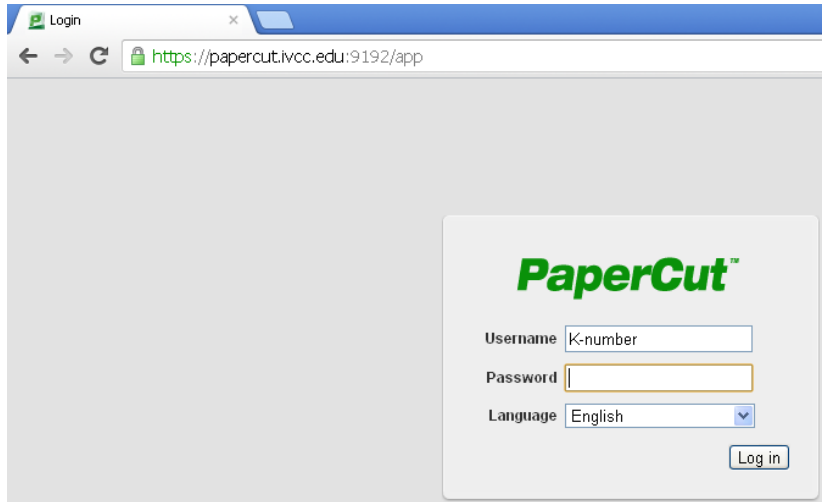


# Instructions for Printing from Personally Owned Devices

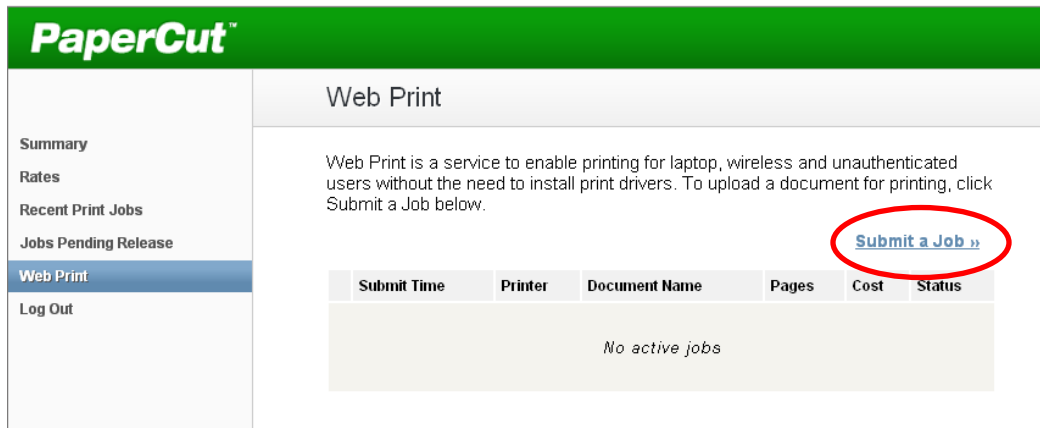
Web Print is a service to enable printing from laptops and Android devices that are not set up to print to IVCC printers. This does not work for iDevices.

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



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.



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. Printing is limited to the Library (C229) and the Learning Commons (D201).
- 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. Note the allowable file formats.
- Click Upload and Complete.

Your print job will display on your screen. Your document will stay in the queue for approximately 30 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	<a href="#">Held in a queue</a>

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