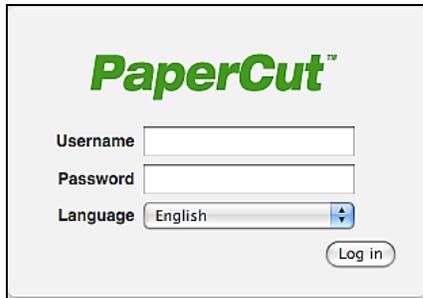


Printing Wireless using PaperCut

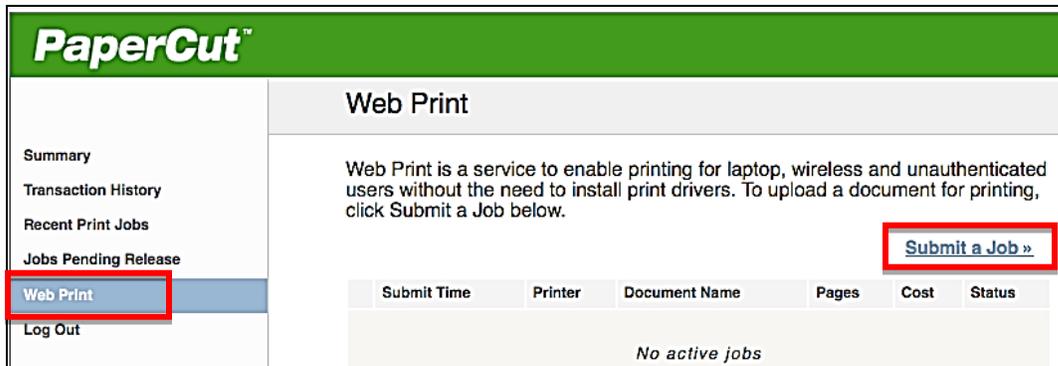
This tutorial explains how to send a pdf document from a wireless device to print on either a **Find Me Toshiba** or **Lexmark** (duplex) or **Single Sided** on campus. The default print will be in grayscale.

First log into PaperCut at this url: <https://print.dickinson.edu:9192/user>
Enter your **Username** and **Password**. Click **Log in**.



The image shows the PaperCut login interface. At the top, the 'PaperCut' logo is displayed in green. Below the logo, there are three input fields: 'Username', 'Password', and 'Language'. The 'Language' dropdown menu is currently set to 'English'. A 'Log in' button is located at the bottom right of the form.

The PaperCut menu appears, click on **Web Print**. Now click on **Submit a Job**.



The image shows the PaperCut 'Web Print' interface. The top navigation bar is green with the 'PaperCut' logo. The main content area is titled 'Web Print' and contains a description: '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 red box highlights the 'Submit a Job »' button. Below the description is a table with columns: 'Submit Time', 'Printer', 'Document Name', 'Pages', 'Cost', and 'Status'. The table is currently empty, displaying 'No active jobs' at the bottom. On the left side, there is a navigation menu with options: 'Summary', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Web Print' (highlighted with a red box), and 'Log Out'.

Find the Printer you want to print to and select the round button on the left. Notice the navigation to see more pages of printers and location. The label in front of each printer on campus will show the Printer number. The example below is found in the Info Commons Area of the lower level of the library, it is printer #0002.

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

« 1 2 3 4 »

| Printer Name ▲ | Location/Department |
|---|----------------------------------|
| <input type="radio"/> dknprint\HIG0001 | Library, User Services (Toshiba) |
| <input checked="" type="radio"/> dknprint\HIG0002 | Library |

Scroll Down to find & click on **Print Options and Account Selection**.

Click on **Upload Document**

1. Printer **2. Options** 3. Upload

Options

Copies:

« 1. Printer Selection

Browse to the pdf file. This cannot be a Microsoft word or excel file.

Click on the **Upload and Complete** button.

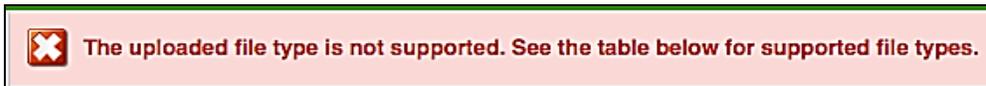
1. Printer 2. Options **3. Upload**

Select a document to upload and print

The following file formats are allowed:

| Application / File Type | File Extension(s) |
|-------------------------|-------------------|
| PDF | pdf |

If you get this message below the software is not supported. If it is, go under **File**, then **Save As**, choose **PDF** from drop down.



Once the file has been uploaded you will see it listed as shown below.

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 9, 2012 4:05:59 PM | dknprintWIG0002 | PAPERCUTReleasingPrintJobDirectlyPrinter.pdf | 1 | \$0.10 | Held in a queue |

To release this print job without swiping your card at the printer you can go under **Jobs Pending Release** to find the print job. Under **Action** click on the **print** link. It will start printing at the printer you choose earlier. **It will only show up at that printer.** Click on **cancel** to cancel or remove the job, otherwise it will go away after 24 hrs.

PaperCut™

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 6) Your balance: \$0.00

| Submit Time | Printer | Document | Client | Pages | Cost | Action |
|------------------------|-----------------|--|---------------|-------|--------|--|
| Aug 9, 2012 4:06:07 PM | dknprintWIG0002 | PAPERCUTReleasing ... bDirectlyPrinter.pdf | 172.16.124.58 | 1 | \$0.00 | <input type="button" value="[print]"/> <input type="button" value="[cancel]"/> |

While printing the **Action** will show **Queueing**.

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#) Auto refresh (Refresh in: 52) Your balance: \$0.00

| <u>Submit Time</u> | <u>Printer</u> | <u>Document</u> | <u>Client</u> | <u>Pages</u> | <u>Cost</u> | <u>Action</u> |
|--|------------------|--|---------------|--------------|-------------|---------------|
|  Aug 9, 2012 4:06:07 PM | dknprint\HIG0002 | PAPERCUTReleasing ... bDirectlyPrinter.pdf | 172.16.124.58 | 1 | \$0.00 | Queueing... |

Once printed it will not be on the **Jobs Pending Release** list as shown below. Remember to click **Log Out**.

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#) Auto refresh (Refresh in: 39) Your balance: \$0.00

| <u>Submit Time</u> | <u>Printer</u> | <u>Document</u> | <u>Client</u> | <u>Pages</u> | <u>Cost</u> | <u>Action</u> |
|--------------------|----------------|-----------------|---------------|--------------|-------------|---------------|
|--------------------|----------------|-----------------|---------------|--------------|-------------|---------------|