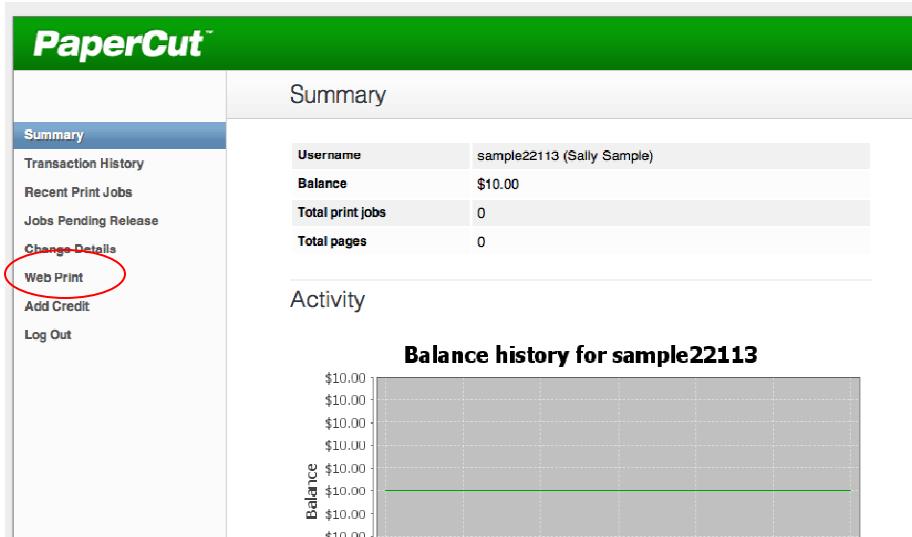


# Uploading and Printing a Document

Click on the **Web Print** link to upload a document for printing.

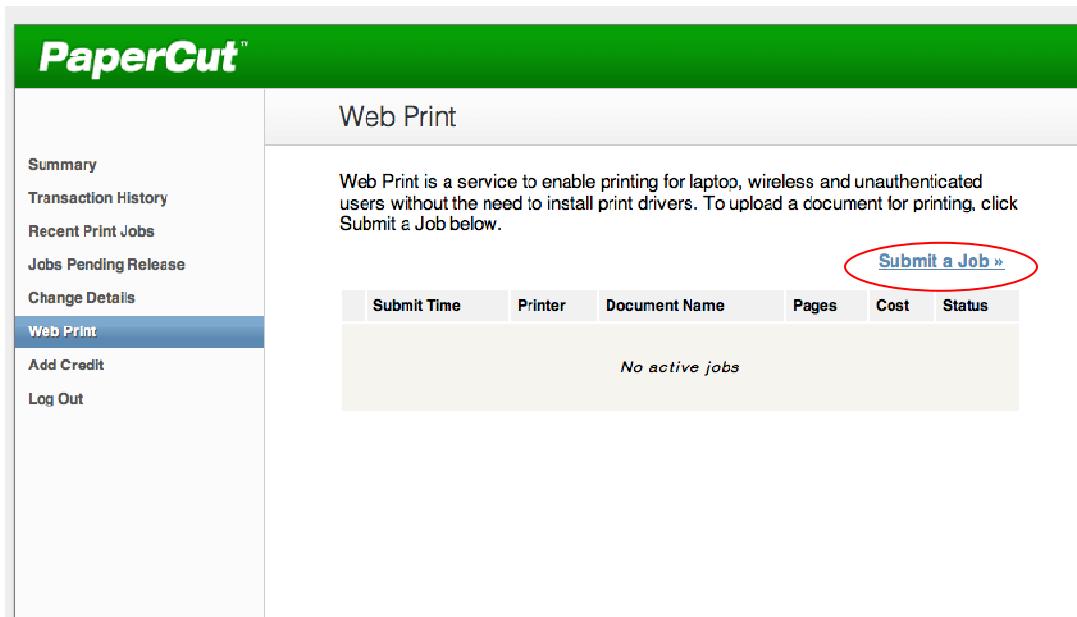


The screenshot shows the PaperCut web interface. The left sidebar has a 'Summary' section with links: Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, **Web Print** (which is circled in red), Add Credit, and Log Out. The main content area is titled 'Summary' and shows the following information:

Username	sample22113 (Sally Sample)
Balance	\$10.00
Total print jobs	0
Total pages	0

Below this is a section titled 'Activity' with a chart titled 'Balance history for sample22113'. The chart shows a constant balance of \$10.00 from 10:00 to 11:00.

On the Web Print page, click on the **Submit a Job** link.



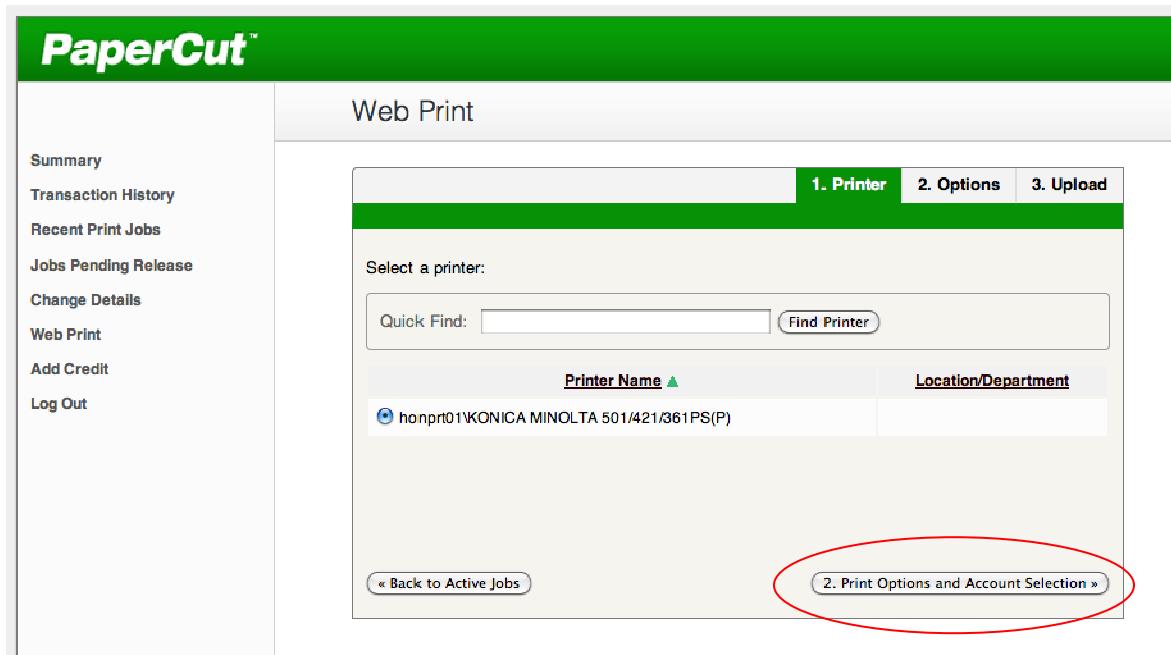
The screenshot shows the PaperCut 'Web Print' page. The left sidebar has a 'Summary' section with links: Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, **Web Print** (which is circled in red), Add Credit, and Log Out. The main content area is titled 'Web Print' and contains 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.

Below this is a table with a single row and a message:

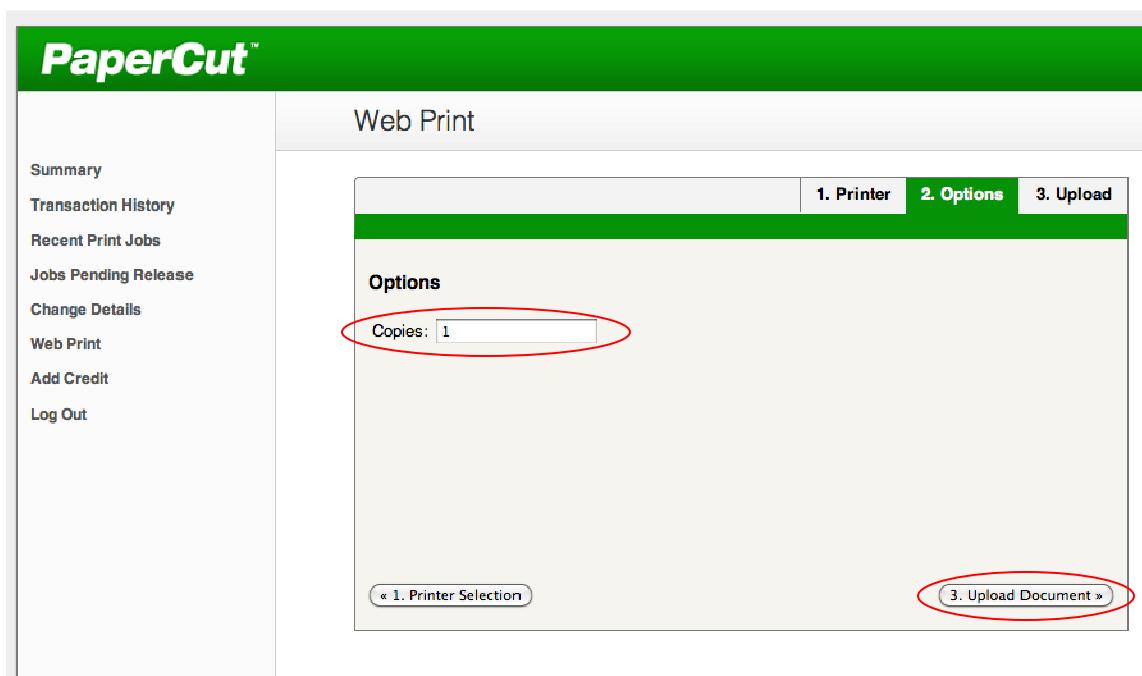
Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

On the next page, select your printer. If there is only one printer available, it will be automatically selected.



The screenshot shows the PaperCut Web Print interface. The top navigation bar is green with the PaperCut logo. The main title is "Web Print". On the left, a sidebar menu includes: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print (which is selected and highlighted in blue), Add Credit, and Log Out. The main content area is titled "1. Printer". It contains a "Select a printer:" section with a "Quick Find:" input field and a "Find Printer" button. Below this is a table with columns "Printer Name" and "Location/Department". A single row is visible: "honprt01\KONICA MINOLTA 501/421/361PS(P)". At the bottom of the content area are two buttons: "« Back to Active Jobs" and "2. Print Options and Account Selection". The "2. Print Options and Account Selection" button is circled in red.

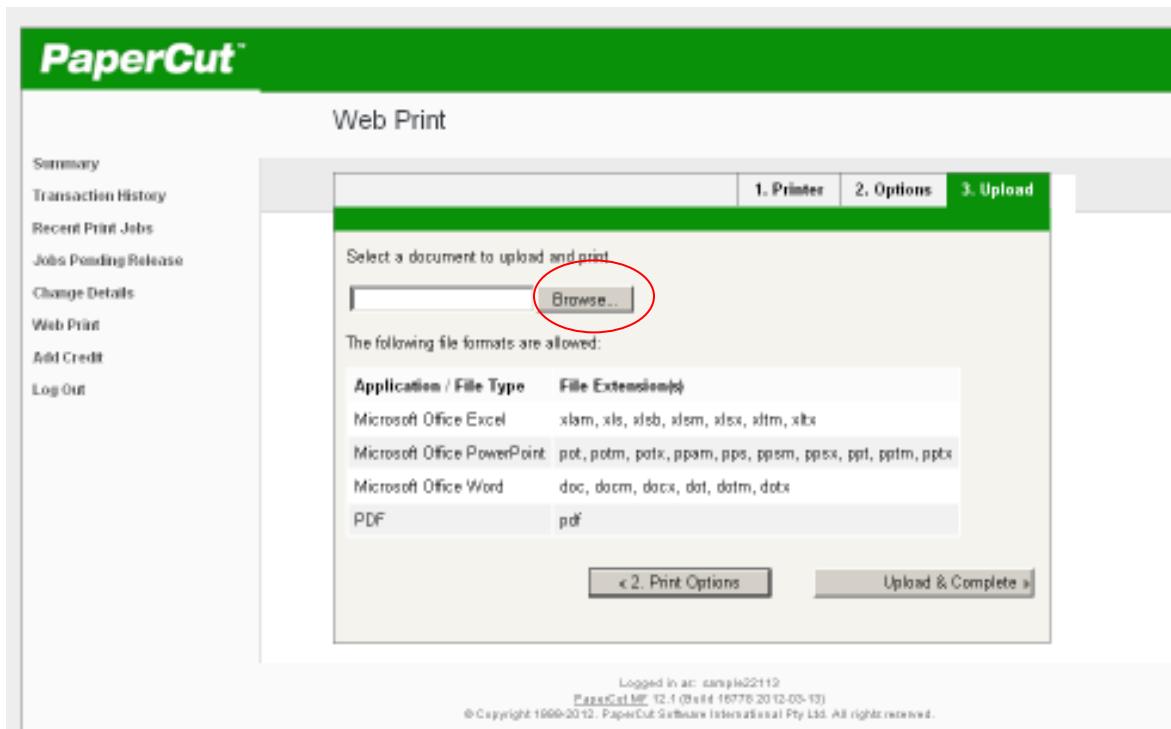
Click on the **Print Options and Account Selections** button to continue.  
On the next page, choose the number of copies you would like to print of this document. The system will always default to one copy.



The screenshot shows the PaperCut Web Print interface. The top navigation bar is green with the PaperCut logo. The main title is "Web Print". On the left, a sidebar menu includes: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print (selected), Add Credit, and Log Out. The main content area is titled "2. Options". It contains an "Options" section with a "Copies:" input field containing the value "1", which is circled in red. At the bottom of the content area are two buttons: "« 1. Printer Selection" and "3. Upload Document". The "3. Upload Document" button is circled in red.

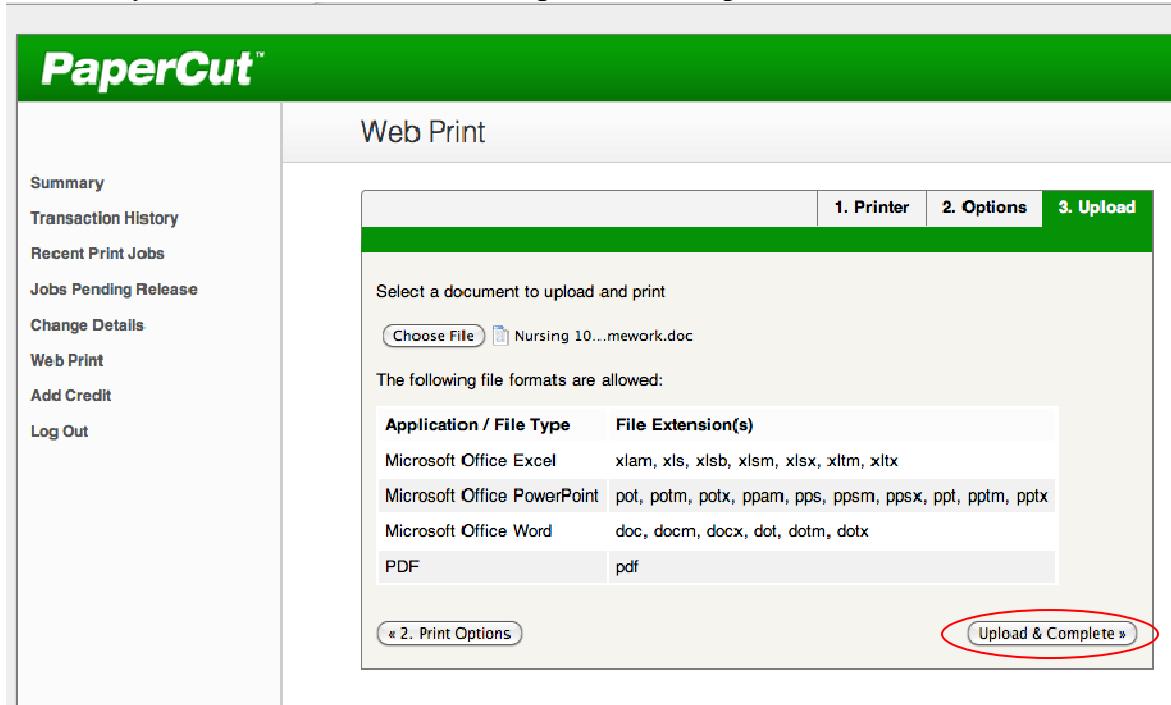
Click on the **Upload Document** button to continue

On the next page, click the **Browse** button to find your document.



The screenshot shows the PaperCut Web Print interface. On the left, a sidebar lists various options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print (which is selected and highlighted in blue), Add Credit, and Log Out. The main content area is titled "Web Print". At the top, there are three tabs: 1. Printer, 2. Options, and 3. Upload. The "3. Upload" tab is active. Below the tabs, a message says "Select a document to upload and print" and a "Browse..." button is highlighted with a red circle. A note below says "The following file formats are allowed:" followed by a table of supported file types and extensions. At the bottom are "2. Print Options" and "Upload & Complete" buttons. A footer at the bottom of the page shows the user is logged in as "sample22112" and provides copyright information.

Now that your file is selected, click the **Upload & Complete** button.



The screenshot shows the PaperCut Web Print interface after a file has been selected. The sidebar and main content area are identical to the previous screenshot, but the "Upload & Complete" button is highlighted with a red circle.

**NOTE:** Clicking **Upload & Complete** button **DOES NOT** print your document. You will not be charged at this time. This step loads the document for you to print at a future time. You are only charged when you print a document. You can use this feature to pre-load documents for printing at a later time.

When your document has been uploaded successfully, you will see this message:



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

Documents waiting to be printed will appear on your Web Print page like this.

**PaperCut™**

**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.

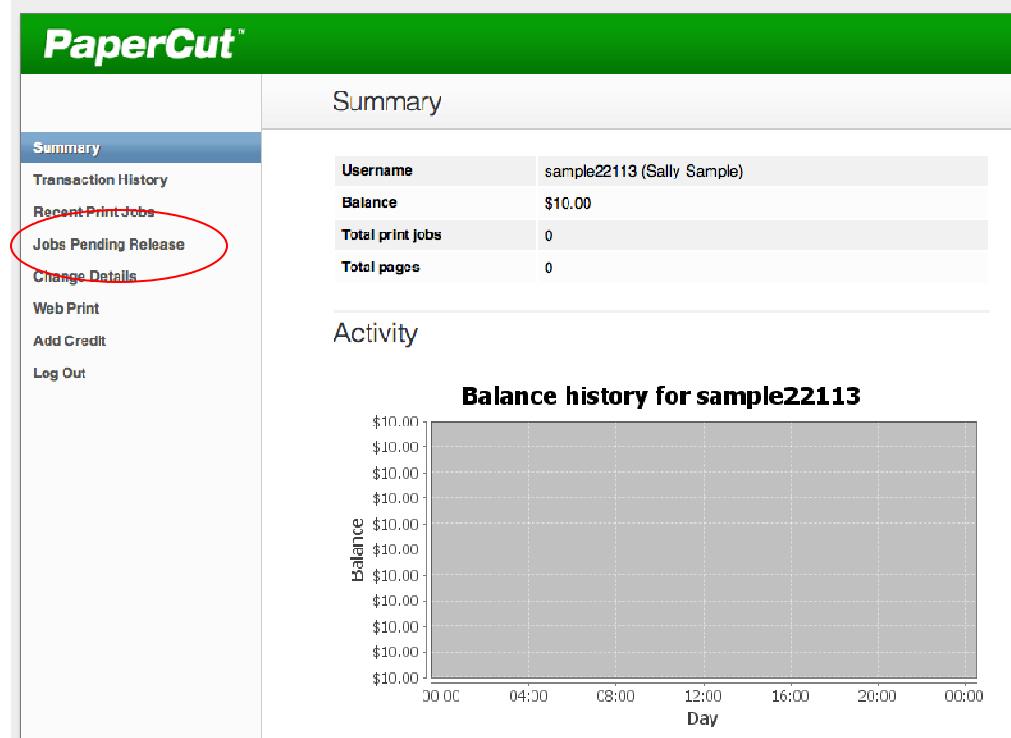
[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
	Mar 26, 2012 11:39:36 AM	honpnp01\KONICA MINOLTA 501/421/361PS(P)	Nursing 100 Homework.doc	1	\$0.10	<a href="#">Held in a queue</a>

Each document uploaded shows the printer where it will print, the name of the document you uploaded, the number of pages and the total cost to print the document.

# Releasing a Document for Printing

Click on the Jobs Pending Release link to display a list of documents you have ready to print.



**PaperCut™**

**Summary**

Transaction History

Recent Print Jobs

**Jobs Pending Release** (circled in red)

Change Details

Web Print

Add Credit

Log Out

**Summary**

Username: sample22113 (Sally Sample)

Balance: \$10.00

Total print jobs: 0

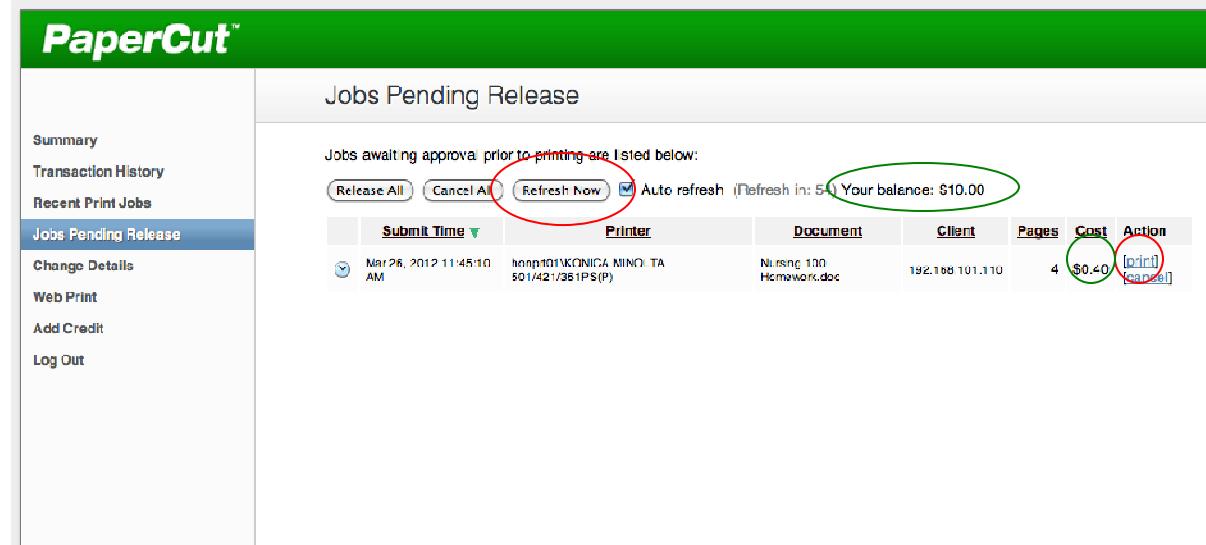
Total pages: 0

**Activity**

**Balance history for sample22113**

Graph showing balance history from 00:00 to 00:00. The balance remains constant at \$10.00 throughout the day.

Available jobs appear on the right side of the screen. If the document you wish to print is not listed, click on the **Refresh Now** button at the top of the list



**PaperCut™**

**Jobs Pending Release**

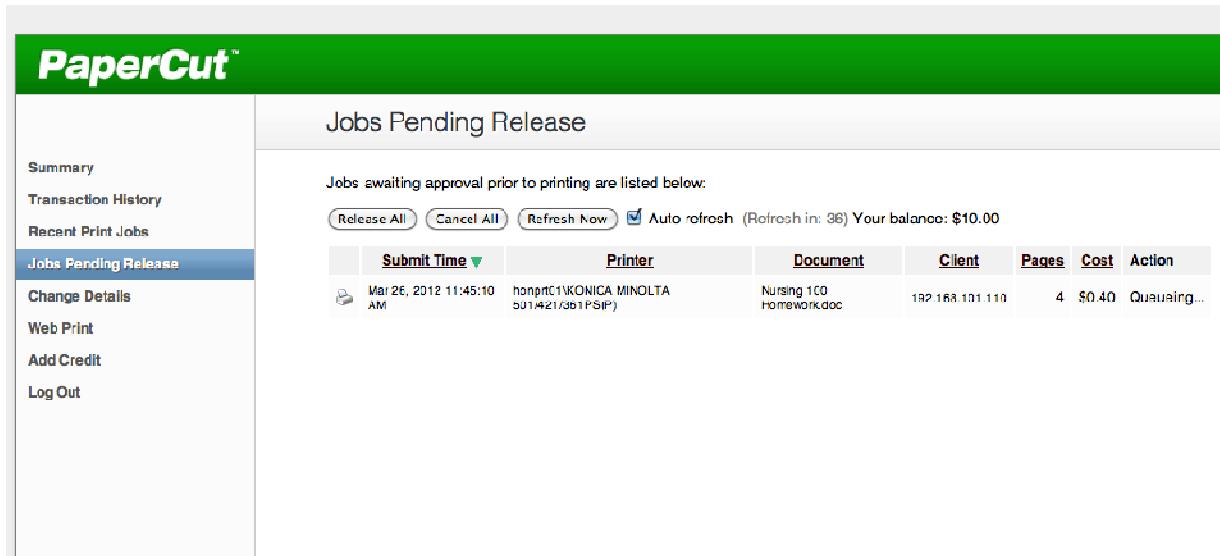
Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 5) Your balance: \$10.00

Submit Time	Printer	Document	Client	Pages	Cost	Action
May 26, 2012 11:45:10 AM	laptop101KCNICA MINI TA 501421/361PS (P)	Nursing 100 Homework.doc	192.168.101.110	4	\$0.40	<a href="#">[print]</a> (circled in green)

To print a document, click the **[print]** link to the right of document information. Before you print, make sure you have a sufficient balance in your account to print the document.

After clicking the [print] link, the status of the job will update to show it is queued for printing. If there is a problem printing the job, you will receive an email message from the system.



**PaperCut**

**Jobs Pending Release**

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#)  Auto refresh (Refresh in: 30) Your balance: \$10.00

	Submit Time	Printer	Document	Client	Pages	Cost	Action
	Mar 26, 2012 11:45:10 AM	hnpptc1(KONICA MINOLTA SUT421/501PSIP)	Nursing 100 Homework.doc	192.168.101.110	4	\$0.40	Queuing...

Once your document has printed, the Job Pending Release page will show the remaining documents available for printing and the balance left on your account.