

Uploading and Printing a Document

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

PaperCut™

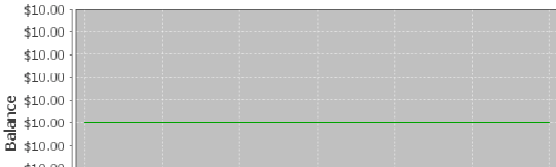
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Summary

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

Activity

Balance history for sample22113



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

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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					

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. On the left is a navigation menu with links: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print, Add Credit, and Log Out. The main content area is titled 'Web Print' and has three tabs: '1. Printer' (active), '2. Options', and '3. Upload'. Under the '1. Printer' tab, there is a 'Select a printer:' section with a 'Quick Find:' input field and a 'Find Printer' button. Below this is a table with two columns: 'Printer Name' and 'Location/Department'. A single printer is listed: 'honpr01KONICA MINOLTA 501/421/361PS(P)'. At the bottom of the page, there are two buttons: '« Back to Active Jobs' and '2. Print Options and Account Selection »'. The second 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 at the 'Options' step. The navigation menu on the left is the same. The main content area is titled 'Web Print' and has three tabs: '1. Printer', '2. Options' (active), and '3. Upload'. Under the '2. Options' tab, there is an 'Options' section with a 'Copies:' input field containing the number '1'. This input field is circled in red. At the bottom of the page, there 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 is a sidebar with links: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print, Add Credit, and Log Out. The main area is titled 'Web Print' and has three tabs: 1. Printer, 2. Options, and 3. Upload. The '3. Upload' tab is active. It contains the text 'Select a document to upload and print' above a text input field and a 'Browse...' button, which is circled in red. Below this, it says 'The following file formats are allowed:' followed by a table:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, 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

At the bottom of the main area are two buttons: '< 2. Print Options' and 'Upload & Complete >'. At the very bottom of the page, small text reads: 'Logged in as: sample22112', 'PaperCut MF 12.1 (Build 16776 2012-03-13)', and '© Copyright 1999-2012. PaperCut Software International Pty Ltd. All rights reserved.'

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

This screenshot shows the same PaperCut Web Print interface, but now a file has been selected. The 'Choose File' button is next to the text 'Nursing 10...mework.doc'. The 'Upload & Complete >' button at the bottom right is circled in red. The rest of the interface, including the sidebar, tabs, and file format table, remains the same.

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.

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Web Print

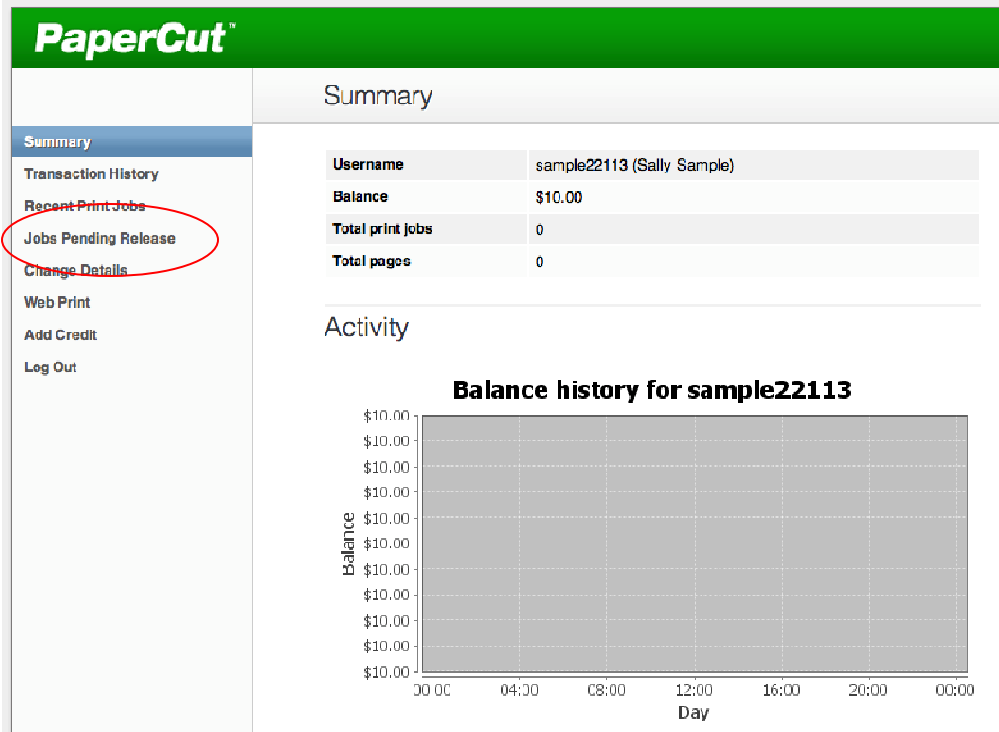
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click [Submit a Job](#) below.

Submit Time	Printer	Document Name	Pages	Cost	Status
Mar 26, 2012 11:39:36 AM	hamp01\KONICA MINOLTA 501/421/361PS(P)	Nursing 100 Homework.doc	1	\$0.10	Held in a queue

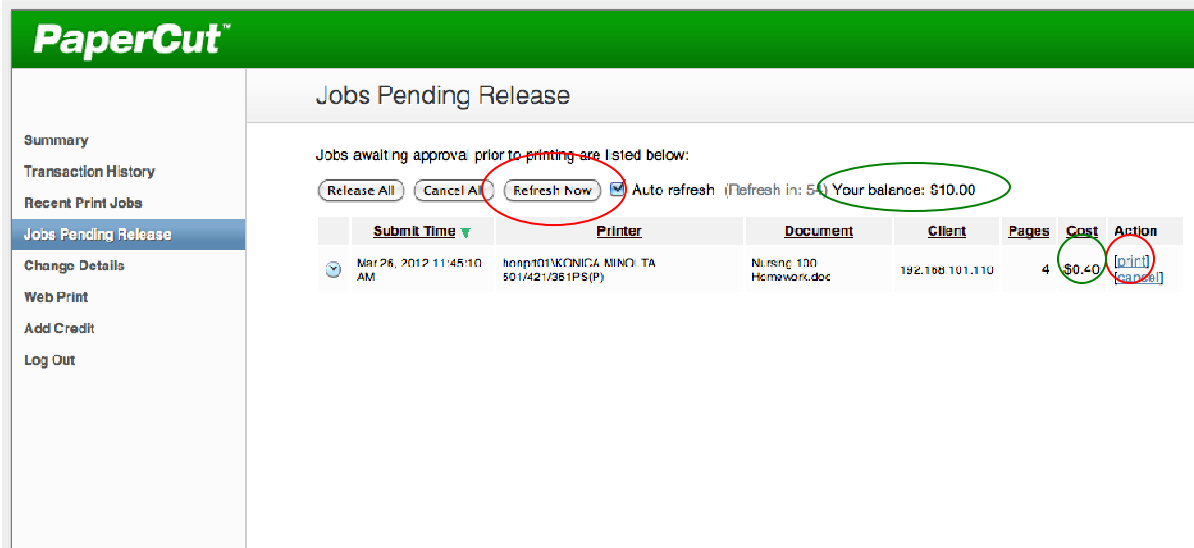
Each document uploaded shows the printer where it will print, the name of the document you uploaded, the number of pages and the total cost to print the document.

Releasing a Document for Printing

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



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



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.

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Summary

Transaction History

Recent Print Jobs

Jobs Pending Release

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Jobs Pending Release


Jobs awaiting approval prior to printing are listed below:

Release All

Cancel All

Refresh Now

☒ Auto refresh (Refresh in: 36) Your balance: \$10.00

Submit Time ▼	Printer	Document	Client	Pages	Cost	Action
 Mar 26, 2012 11:45:10 AM	hnprrtc1\KONICA MINOLTA 5014Z1\JOB1PSP1	Nursing 100 homework.doc	192.168.131.110	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.