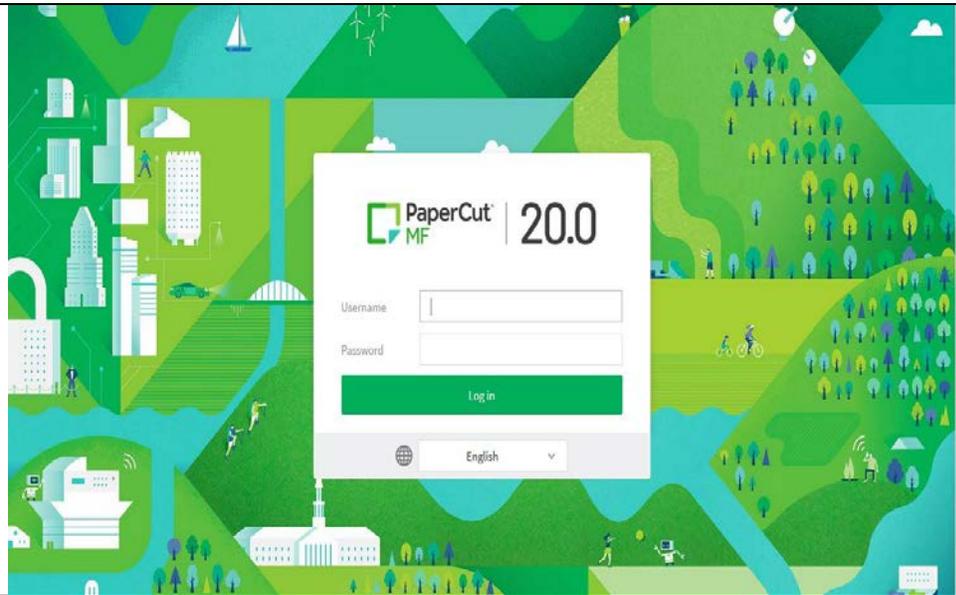


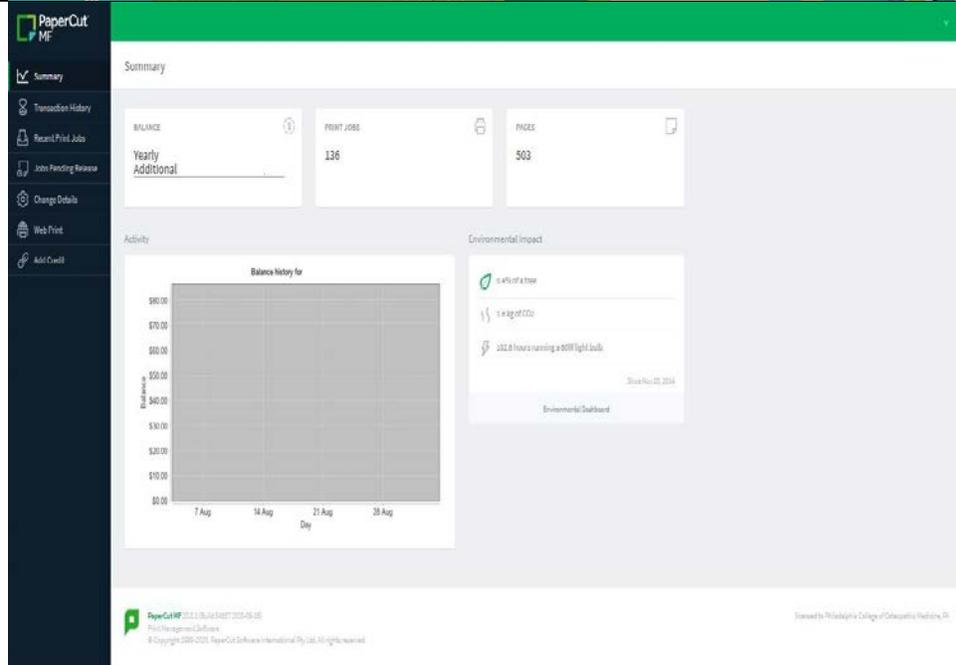
## Papercut Web Portal

1) Navigate to the website [papercut.pcom.edu](http://papercut.pcom.edu)

2) Use your PCOM username and password (it should be the same as your computer login or wireless account).



Once logged into Papercut it should take you to the summary screen. The summary screen allows you to see their balance and printing statistics on one page.



Select the "Web Print" option. Then select the "Submit a Job" option.

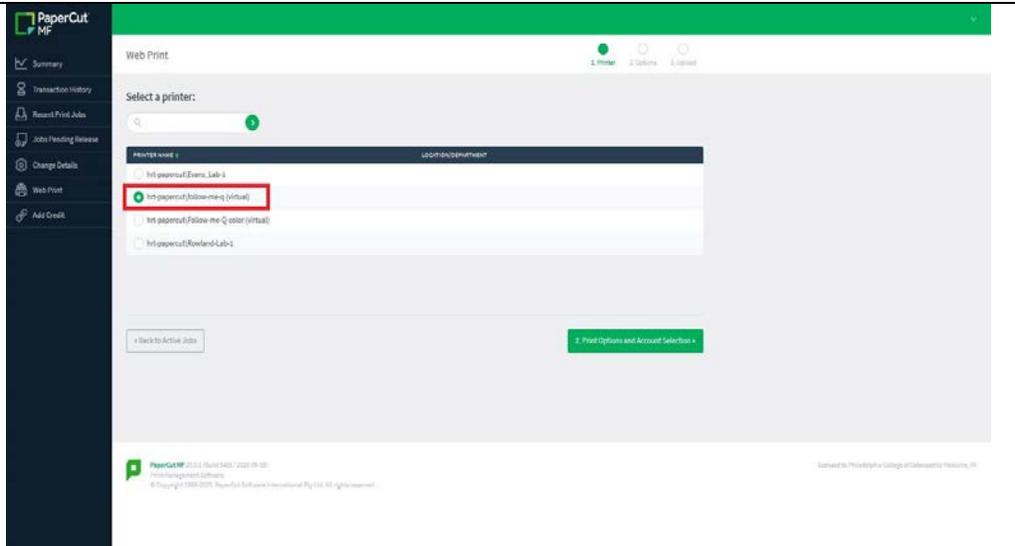
The screenshot shows the PaperCut MF Web Print interface. On the left is a dark sidebar with navigation options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print, and Add Credit. The main content area is titled 'Web Print' and contains a sub-header 'Web 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 red-bordered button labeled 'Submit a Job'. Underneath is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGE, COST, and STATUS. The table contains two rows of print jobs. At the bottom, there is a footer with 'PaperCut MF 20.1.1 (Build 14877) © 2019 HP Inc.' and 'Print Management Software © Copyright 1999-2019, PaperCut Software International Pty Ltd. All rights reserved.' and 'Sponsored by The University of Queensland, Australia, 7/1'.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGE	COST	STATUS
Sep 1, 2023 3:28:44 PM	hp-papercut-follow-me-q	Test Print.pdf	1	\$0.05	Held in a queue
Sep 1, 2023 3:28:44 PM	hp-papercut-follow-me-q	Test Print.docx	1	\$0.05	Held in a queue

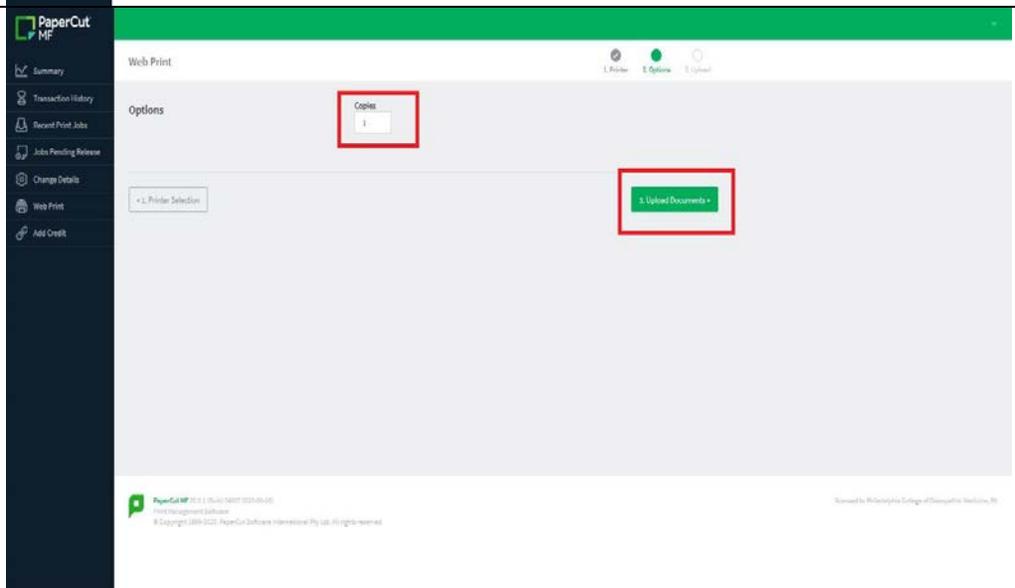
You will have the choice to send the print job to a **Virtual Q** (where it will be release by card swipe), or send it **directly** to a printer (where the print job will directly print out).

The screenshot shows the 'Select a printer' screen in the PaperCut MF Web Print interface. At the top right, there are three status indicators: '1 Printer', '2 Options', and '3 Issues'. Below the title 'Select a printer:' is a search bar. A list of printer options is shown, with 'hp-papercut-follow-me-q (Virtual)' selected and highlighted with a blue box. Other options include 'hp-papercut-follow-me-q (Virtual)', 'hp-papercut-follow-me-q-color (Virtual)', and 'hp-papercut-follow-me-Lab-1'. At the bottom, there are two buttons: 'Back to Active Jobs' and 'Print Options and Account Selection'. The footer is identical to the previous screenshot.

In this scenario we will choose the Virtual q. Then select "Print Options and Account Selection."



Change to the desired number of copies. Then select "Upload Documents."





The “web Print” page will show a successful upload and status of the print job. Now the print job can be released by card swipe. **If the customer decides to release from the computer see next step.**

The screenshot shows the PaperCut MF Web Print interface. A sidebar on the left contains navigation options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print (selected), and Add Credit. The main content area has a green header with a notification: "Your document was successfully submitted. See the table below to track its status." Below this is a "Web Print" section with a "Submit a Job" button and a table of print jobs.

EVENT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Sep 3, 2020 3:43:42 PM	hp-jaguar01@msc.edu	Test Print.pdf	1	\$0.05	Rendering job ...
Sep 3, 2020 3:28:44 PM	hp-jaguar01@msc.edu	Test Print.pdf	1	\$0.05	Finished, Queued for printing
Sep 3, 2020 3:28:44 PM	hp-jaguar01@msc.edu	Test Print.docx	1	\$0.05	Cancelled: Cancelled at release station

If the “Web Print” page is refreshed. It will give the option to select “Held in Queue” if the option is selected it will take you to the “Jobs Pending Release” Tab to release the print job.

This screenshot is similar to the first one but shows the status of the print jobs after a refresh. The table now includes two jobs with the status "Held in queue", which are highlighted by a red rectangular box.

EVENT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Sep 3, 2020 3:28:44 PM	hp-jaguar01@msc.edu	Test Print.pdf	1	\$0.05	Held in queue
Sep 3, 2020 3:28:44 PM	hp-jaguar01@msc.edu	Test Print.docx	1	\$0.05	Held in queue