WIRELESS PRINTING WITH PAPERCUT

Web Print: Users can upload documents in PaperCut's User Web Console to be rendered and printed by Copiers located in the Library on the 1st and 3rd floors. The process goes as follows:

- a. Log in to your PaperCut User Web Console @ https://papercut.gulfcoast.edu
- b. select "Web Print"
- c. Click "Submit a Job >>"

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🗠 Summary	Web Print					
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Recent Print Jobs	Submit a Job s					
Jobs Pending Release	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Change Details						
Web Print						
P Add Credit			No active jobs			
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d. Select a web print enabled device / printer, click "Print Options and Account Selection" Note: Only Library copiers are enabled for web print. Copiers labeled "Direct" print as soon as the job is submitted. The Copier labeled "Pick up later!" requires the job to be released with your network credentials before printing occurs on the User Web Console or at a Print Release Station.

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Recent Print Jobs	Select a printer:	
Jobs Pending Release Change Details Web Print	PRINTER NAME T O printstu1(Lib1Bay-Direct O printstu1(Lib1South-Direct	LOCATION/DUPARTMENT Library 1st Hoor Bay-Side Ubrary 1st Hoor south-lide
🔗 Add Credit	O printstu1\Lib3Bay-Oirect	Library 3rd floor Bay-side. Library 1st floor bay-side (Pick up later!)
	+ Back to Active Jobs	2. Print Options and Account Selection •

e. choose number of copies, click "Upload Documents"

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Recent Print Jobs	options	1	
Jobs Pending Release			
Change Details			
🖨 Web Print	+ 1. Printer Selection		3. Upload Documents +
🔗 Add Credit			

f. Click "Upload from computer", which opens up a file explorer windows. Choose the document(s) you want to print and click "Open". You can repeat this process. When done, click "Upload and Complete". Jobs sent to Copiers labeled "Direct" will print immediately. Jobs sent to the Copier labeled "Pick up later!" will be held for release by the user on the "Jobs Pending Release" section of the Web Console or at a Print Release Station. See below for Print Release (Pick up later) details.

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₩ Summary	Web Print	2. Printer 2. Optional	
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	# 2. Print Options	Upload & Complete *	

g. Back at the Web Print home screen, pending job releases are listed. If the user already has credit, the job can be released from the user web portal at the "Jobs pending release" menu or from a Print Release Station. Otherwise, the user may add credit at a Print Release Station (cash, change, credit) or upload money to their PaperCut account using the "Add Credit" menu on the user web portal. If you print to a Copier labeled "Direct", the job is not held for release, but printed immediately upon completion of the above process.

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🗠 Summary	Web Print						
8 Transaction History	Web Print is a service to enable printing for lapton, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.						
Recent Print Jobs	Submit a Job e						
Jobs Pending Release	Supartiture	PRINTER	DOCUMENT NAME-	PAGES	- 0057	STATUS	
Change Details	Jul 26, 2018 11:02:33 AM	printgr:11237Laser	email_bait.txt	1	\$0.05	Held in a queue	
Heb Print							
P Add Credit							

*NO REFUNDS FOR UNUSED PRINTS * WEB PRINT IS ONLY AVAILABLE IN THE LIBRARY * JOBS RELEASED TO PRINT WILL REMAIN IN THE QUEUE FOR TWO HOURS, THEN BE DELETED*