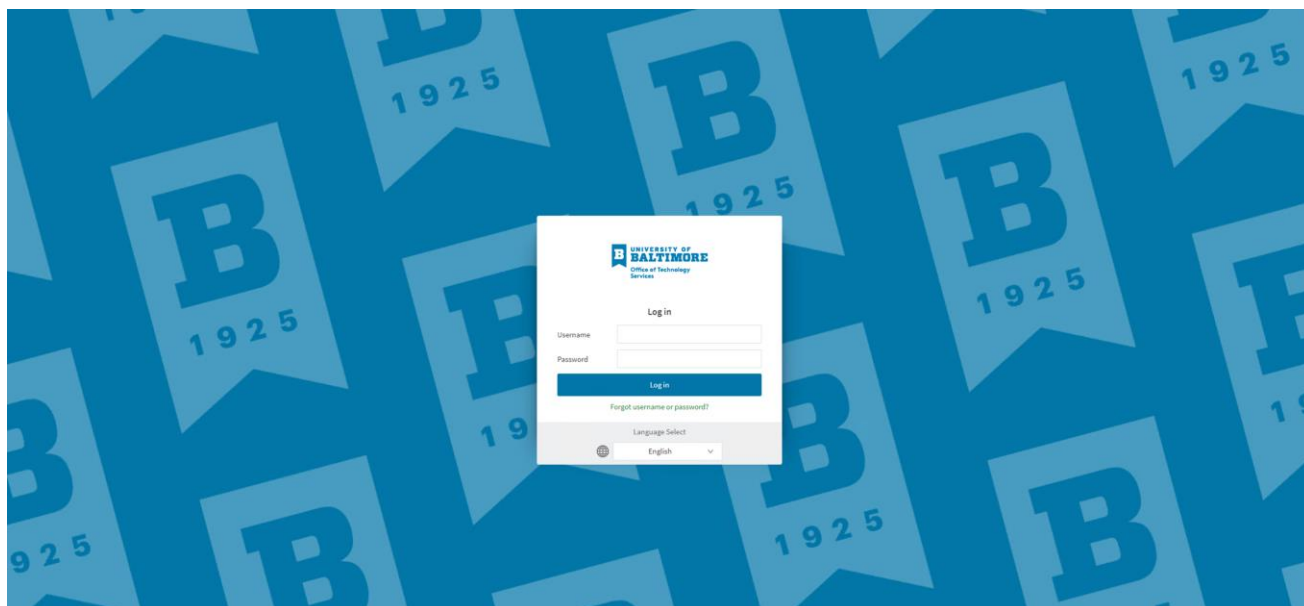




PaperCut Web Print How-To

The purpose of this document is to show how to utilize PaperCut printing software to print over the web while anywhere on campus. It should be noted that as of now utilizing the web interface is only available while on campus via the UBalt-Secure wi-fi. The following will illustrate how to accomplish this.

Start by heading to papercut.ubalt.edu. You will be prompted to authenticate with your NETID and password. After this, you will be brought to the Ubalt PaperCut splash page.



You will need to sign in again with your NETID and password. This will bring you to the PaperCut Homepage.

From this page you can see at a glance the **current balance of the account you signed in as, the print jobs, and pages you have printed**. At the top right corner, you can **verify what account you are signed in as**. At the top left, there is a **menu for further actions**.



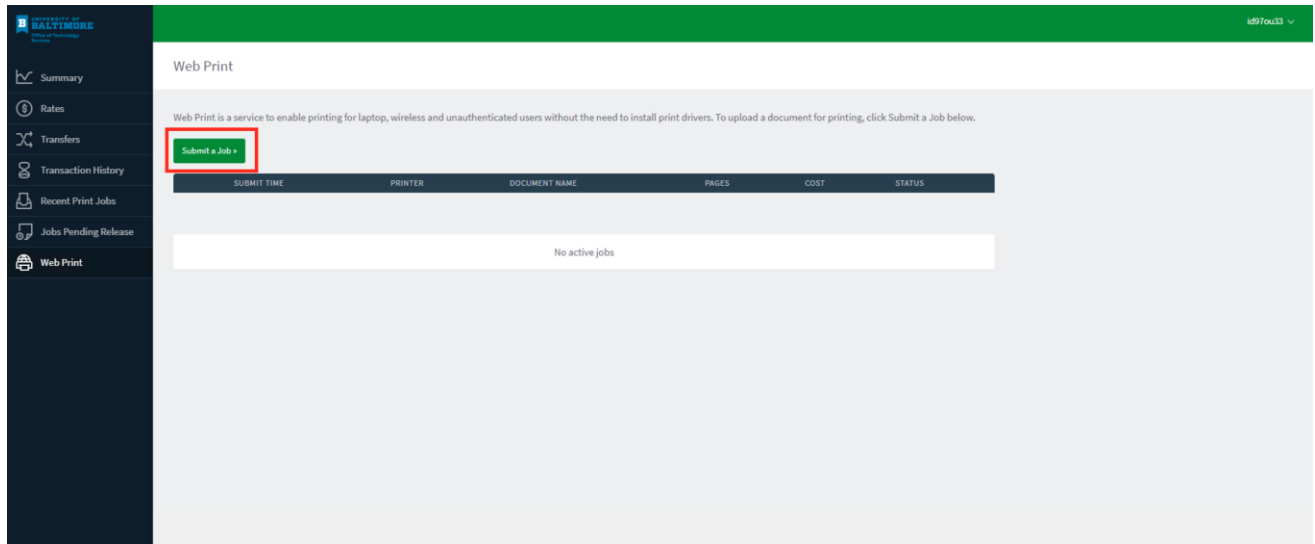
Top Left Column:

- Summary – Default page when you log in. Displays general information about the logged in account
- Rates – Displays all available printers. If you hover over “details” you can see the cost per page to print on that printer (if configured) note --- printers utilized by staff and faculty will not have a cost per page configured.
- Transfers – Allows the logged in account to transfer a dollar amount’s worth of pages to another user.
- Transaction History – Allows you to export or display the transaction history of the logged in account
- Recent Print Jobs – Displays the most recent jobs, and their print status. This list is exportable and printable.
- Jobs Pending Release – Shows any jobs that have yet to be released by the logged in user. Note --- Even if you print a job from the web portal, you will need to walk to the printer and release the job by tapping your bade on the RF reader and releasing the job to print.
- Web Print – This is where the logged in user would need to go to upload and document and submit a job to be printed

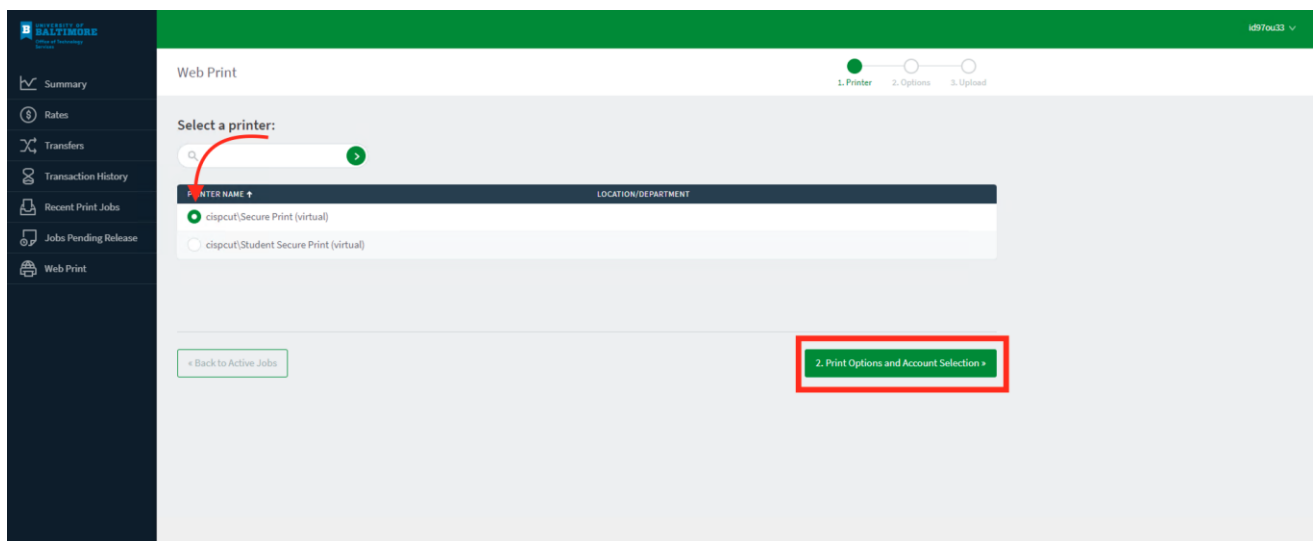
Web Print:



From this menu tab, you are able to submit a job to be printed as stated above. You will first need to select the green “Submit a Job” button to get started.

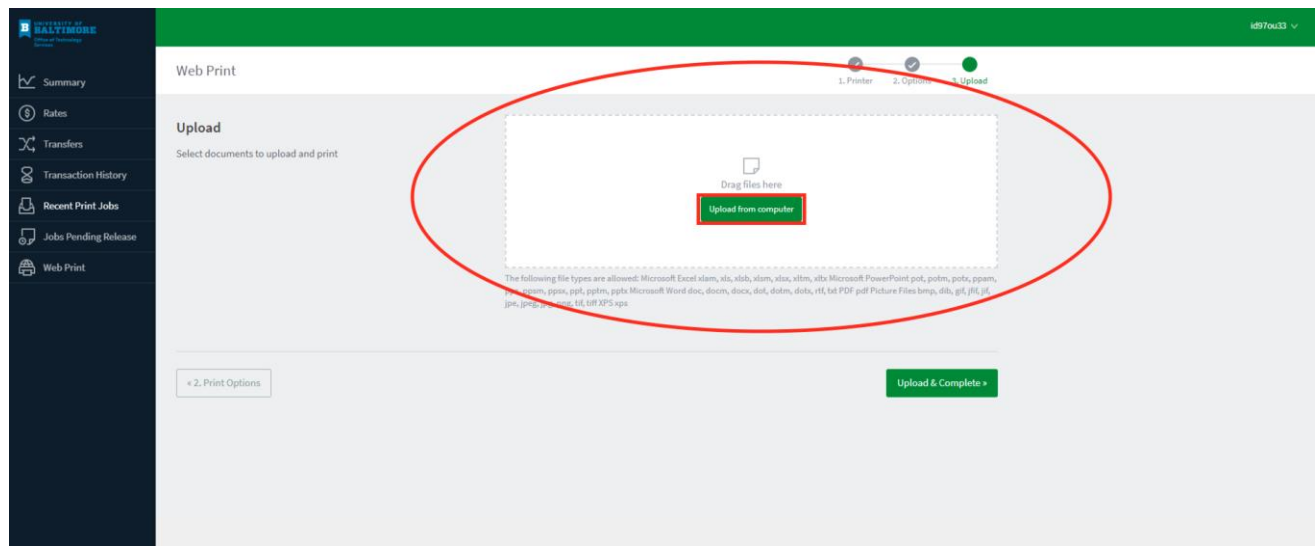


Next, you will select the print queue that you need to print to. If a student then you will print to the Student queue. Otherwise you will use the “Secure Print” virtual queue. After the printer is selected, click “Print Options and Account Selection”





You will then indicate the number of copies you will need, then click “Upload Documents” From this next screen you will click on “Upload from computer” or simply drag the file over perforated line section.



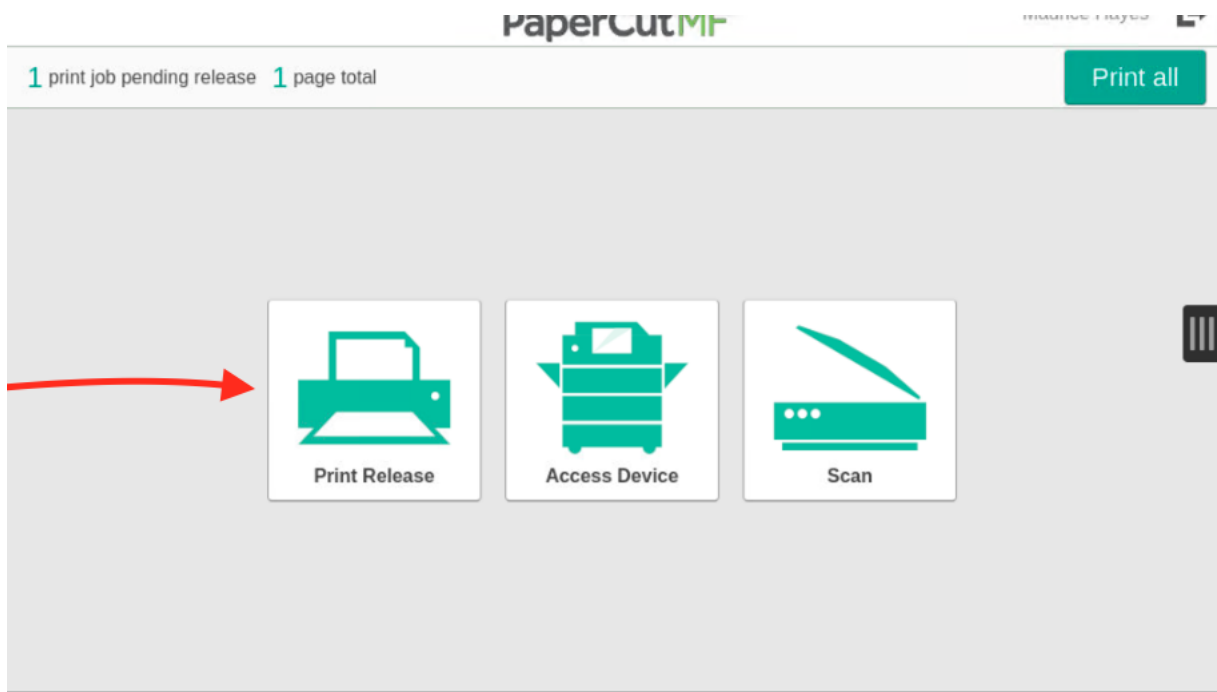
Once your file(s) are uploaded, click “Upload & Complete” The job will then go into a rendering status. When the job finishes rendering, the status will be “Held in a queue.” All the information about the job will be listed here before the final submit. You can verify what printer, what document(s) and what it will cost the user from their account. After verifying, click “Submit a Job” to finish the process.

Your Job will now be held in the “Jobs Pending Release” column on the left menu until you release the job.

Releasing Print Jobs:

To complete the process of printing, you will need to walk to the printer you printed the job to. (All jobs that are awaiting print release will be held for a maximum of 4 hours before the job will be auto cancelled.) Once there, will see a screen telling you to scan your badge. If this is your first time scanning your badge, you will be prompted to log in with your NETID and password to associate the badge with your NETID.

Once your badge is associated, or you’ve badged in, you will be met with an interface allowing you to release your print job. Or to scan document to email. You simply need to select “Print Release”



You will then just need to check the box for the jobs you want to release, then hit “print” and your job will print.





After this, your job(s) will print right away. It should be noted again that all jobs are held for release for a **maximum of 4 hours before the job will auto cancel.**