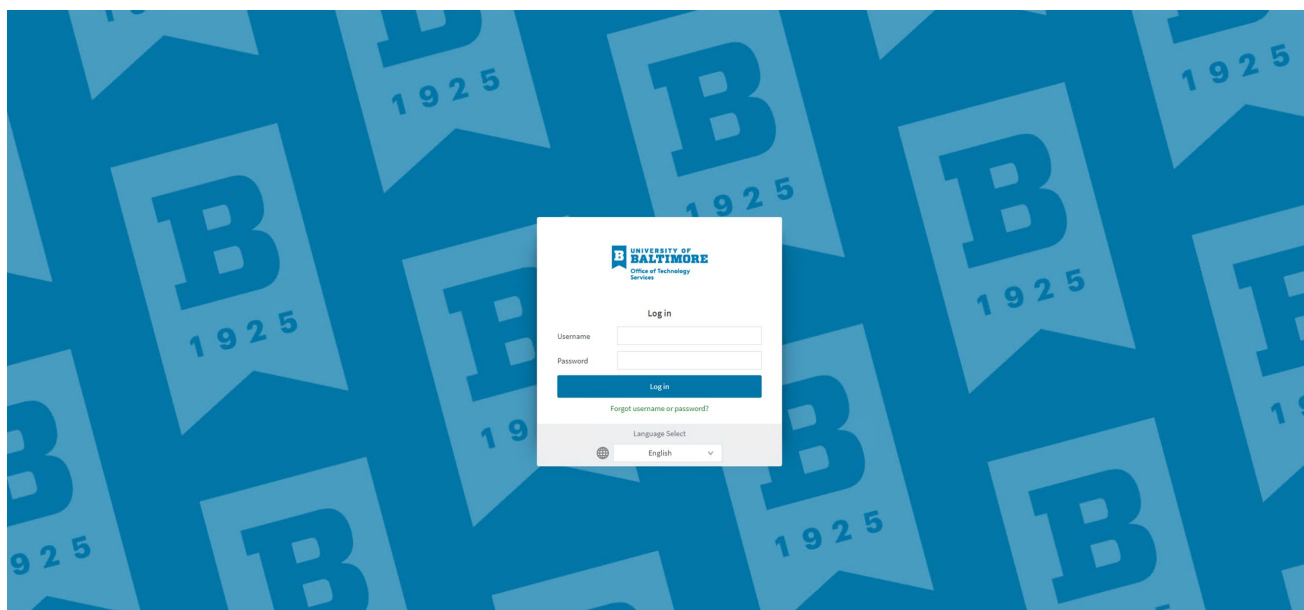




PaperCut Web Print How-To

Before doing anything else, make sure you are connected to the ubalt-secure wifi network. Then 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**.



Summary

BALANCE	PRINT JOBS	PAGES
\$0.00	12	28

Activity

Balance history for id97ou33

Day	Balance
4 Apr	\$0.00
11 Apr	\$0.00
18 Apr	\$0.00
25 Apr	\$0.00

Environmental Impact

- 0.3% of a tree
- 279 g of CO2
- 17.5 hours running a 60W light bulb

Since Jan 23, 2024

Environmental Dashboard

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.

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.

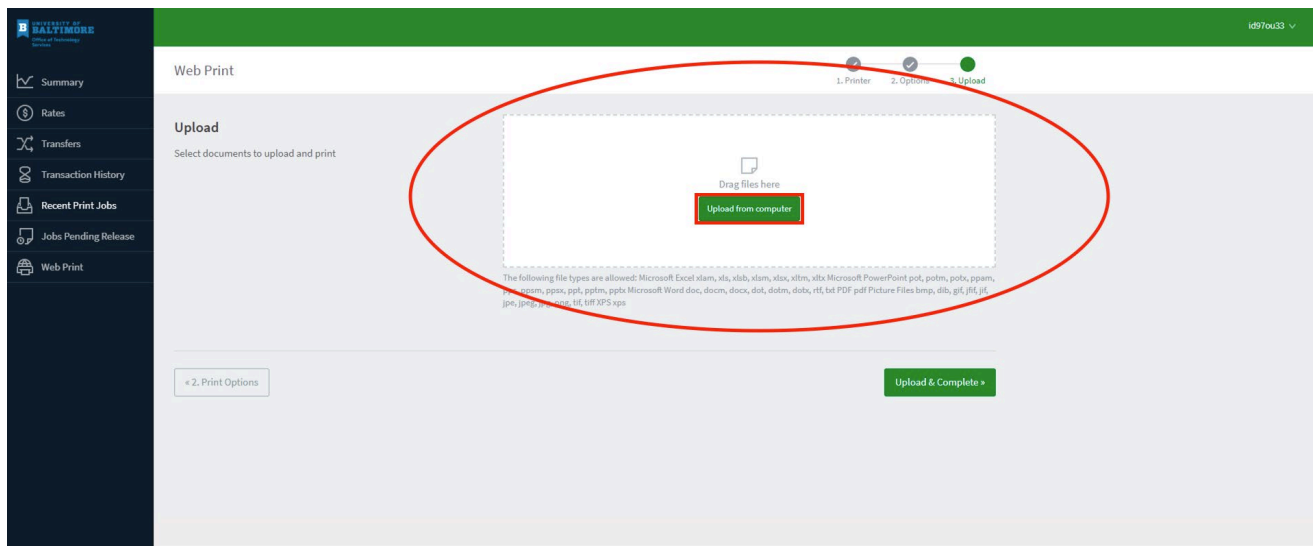
[Submit a Job >](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
No active jobs					



Next, you will select the print queue that you need to print to. Students will print to the **“Student Secure Print-Greyscale”** queue for non-color printing, and **“Student Secure Print-Color”** for color printing. 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.

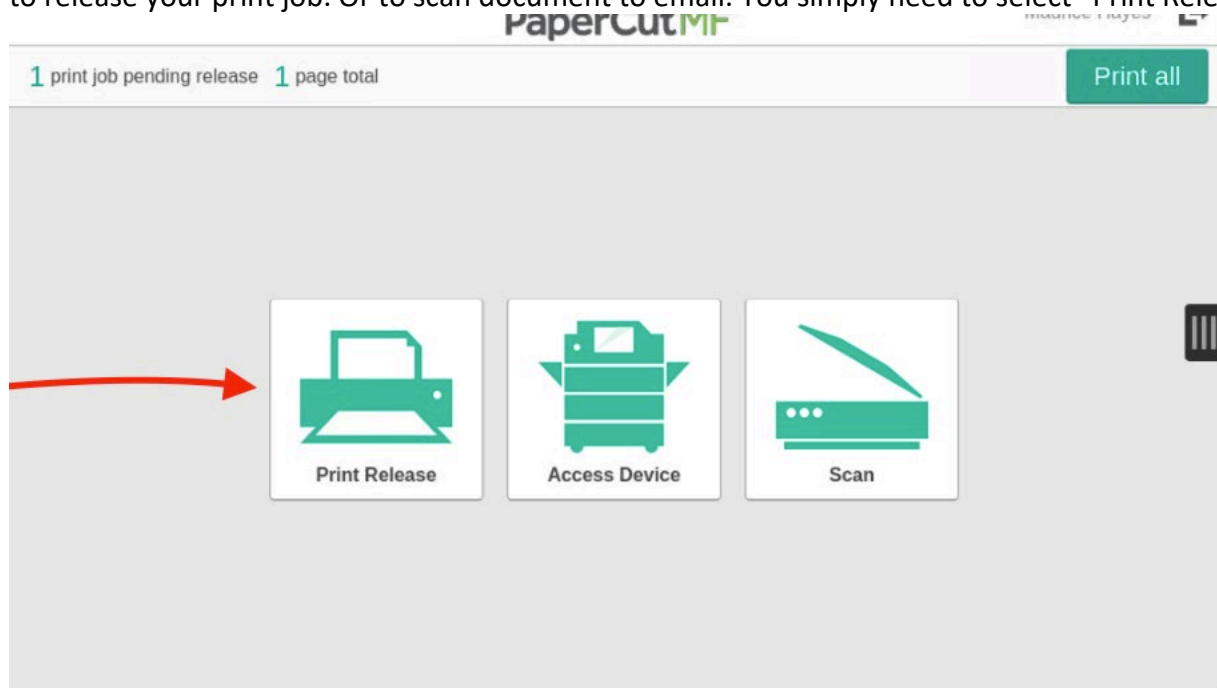
Your Job will now be held in the “Jobs Pending Release” column on the left menu until you release the job.



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.**