

2. How to print from your devices when connected to college WiFi network

Documents can be in pdf, word, and excel, PowerPoint or an image file format to print

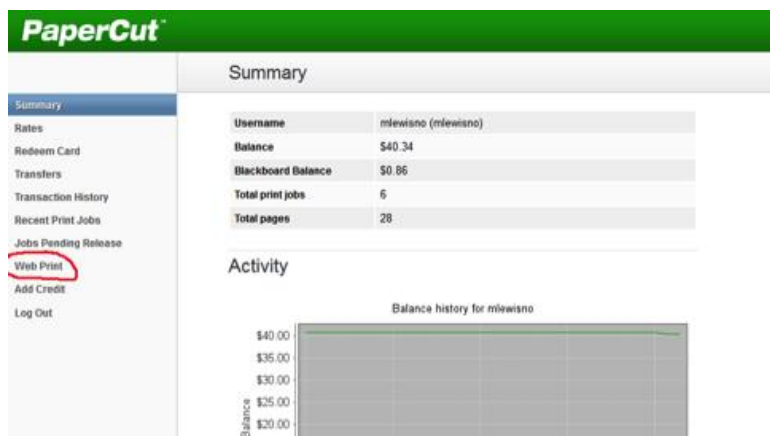
1. Open the browser and type in the following address :
<http://10.72.104.127:9191>

2. Enter your **curriculum\username** logon details and **password**.



The image shows the PaperCut login interface. It features the PaperCut logo at the top. Below the logo, there are three input fields: 'Username' with the text 'admin', 'Password' with a masked password of seven asterisks, and 'Language' with a dropdown menu set to 'English'. A 'Log in' button is located at the bottom right of the form.

1. Once you have logged in, the paper cut summary window will load. Click the “**web print**” link on the left hand side of the window.



The image shows the PaperCut Summary page. The left sidebar contains a navigation menu with the following items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (circled in red), Add Credit, and Log Out. The main content area is titled 'Summary' and displays the following information:

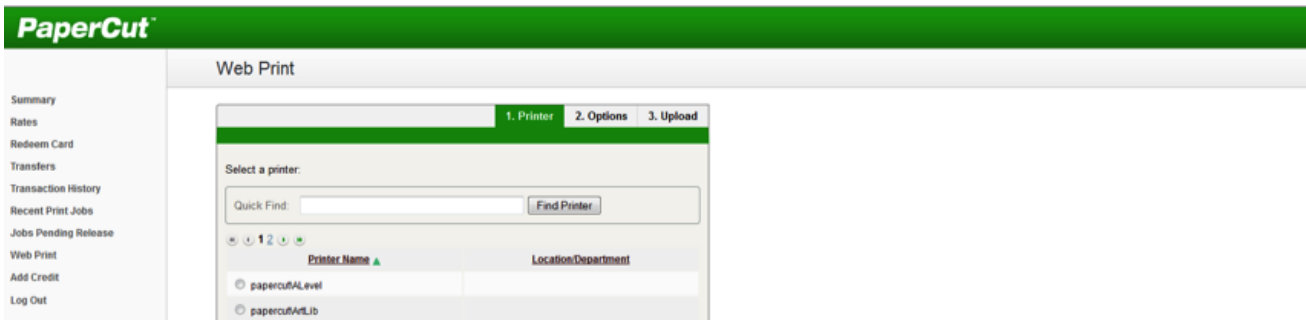
Username	mewisno (mewisno)
Balance	\$40.34
Blackboard Balance	\$0.86
Total print jobs	6
Total pages	28

Below the summary table, there is an 'Activity' section with a line graph titled 'Balance history for mewisno'. The y-axis is labeled 'Balance' and ranges from \$20.00 to \$40.00 in increments of \$5.00. The graph shows a single horizontal line at the \$40.00 level.

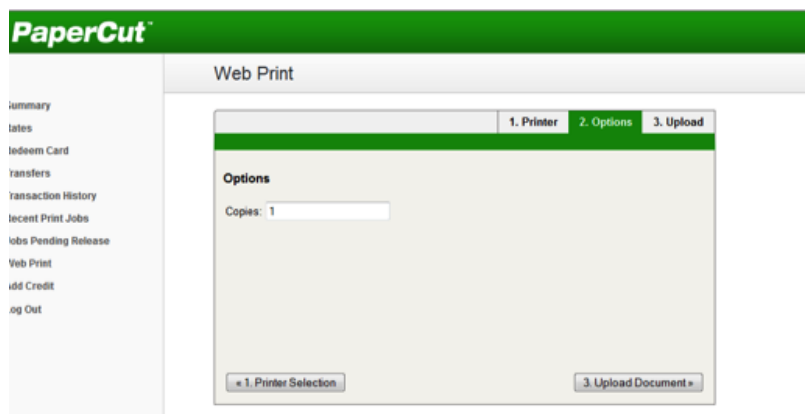
2. This is the web print window. To begin click the “**submit a job**” link.



1. The next window will have a list of printers. Go ahead and select whichever printer you wish to print. Scroll down to the bottom of the window and click the “**print options and account selection**” button to continue.



2. Select the number of copies of your document you wish to print and click “**upload document.**”

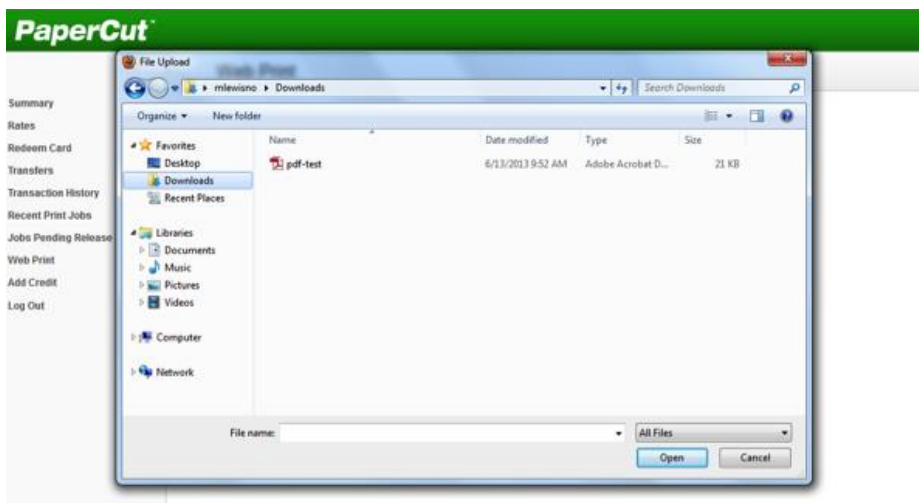


7. Now select your document to upload by clicking “**browse.**” please make sure your document is in one of the listed supported document

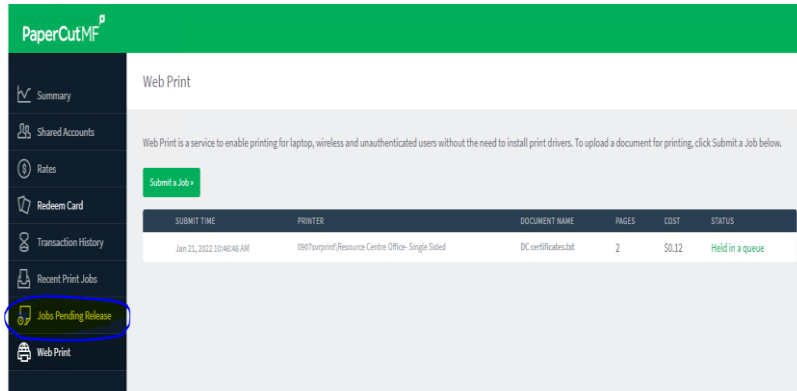
types. Note: if you are using a mac and your document is not a supported type, you can go to **file -> print**, and then click the “**save as pdf**” option. Once you have saved it, you can upload this pdf instead.



8. A file upload window will open. Navigate to where your file is saved, select and click “**upload.**” the window will close. Then click “**upload and complete**” to print your document.



9. Once the job print status is “**Held in a queue**”, you can release the print in two ways:
 - a. On the photocopier enter your DECD ID number and it will automatically release.
 - b. As shown in the screen below, click “**Jobs pending Release**”



Then click **"Release All"** as shown below

