# PaperCut Web Printing Guide
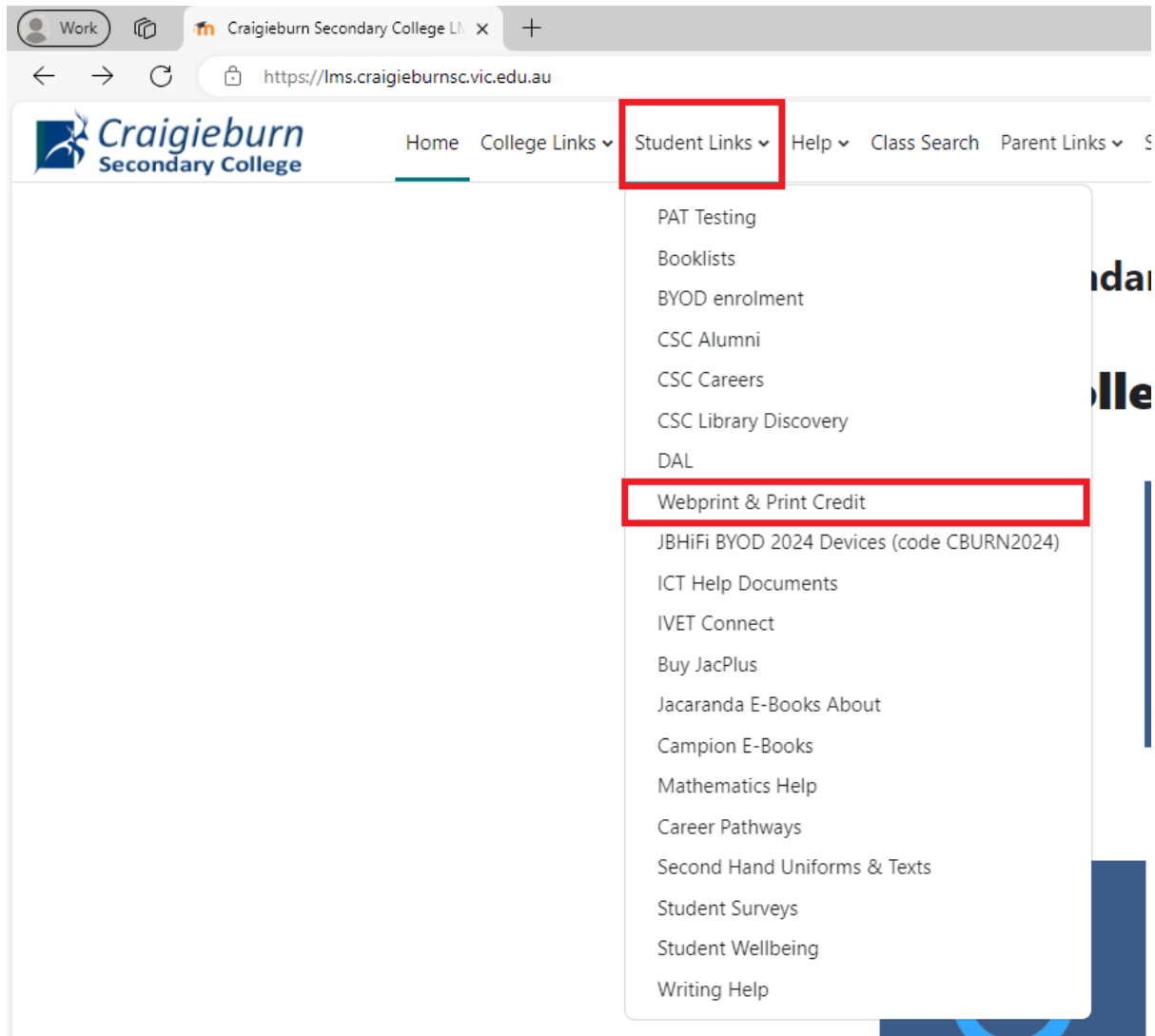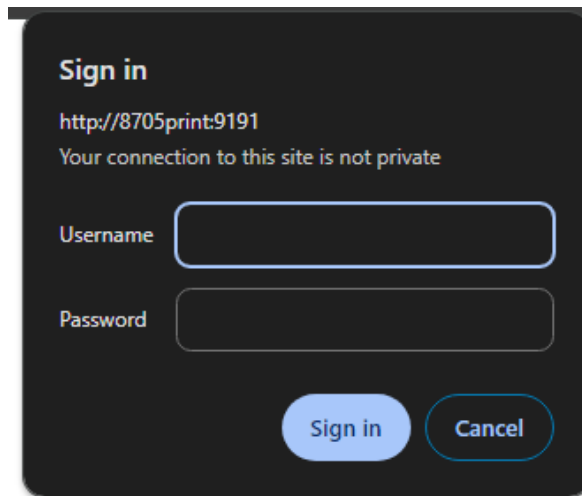
This guide will assist you with utilising PaperCut Web Printing to

1. Go to LMS (https://lms.craigieburnsc.vic.edu.au) and click on "Student Links" and then click on "Webprint & Print Credit."

2. If A login box appears, please enter your school username and password to access Web Print.
   a. Google Chrome Popup:

   

   b. Microsoft Edge Popup:
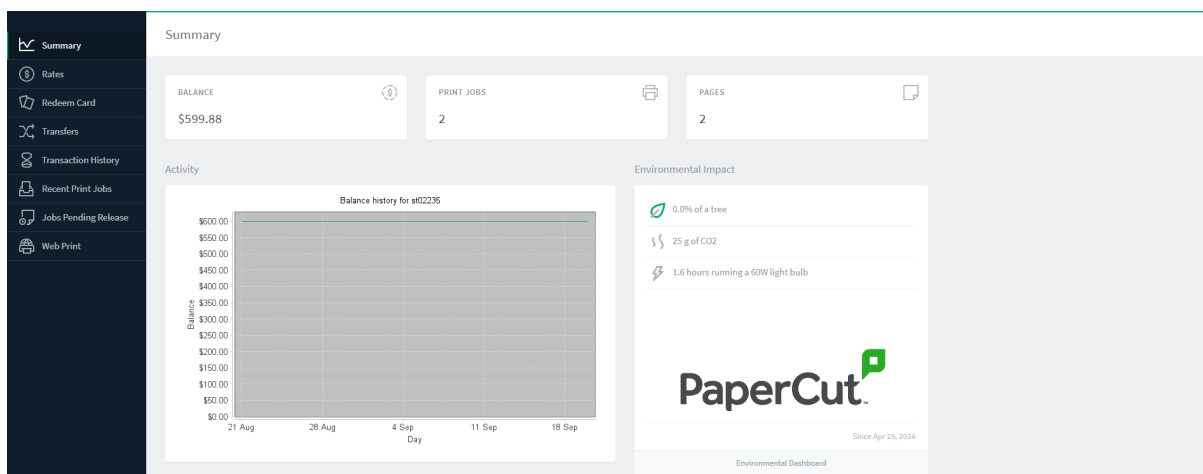
   

3. The following Welcome screen will appear. Click on "Continue" to proceed to web print:
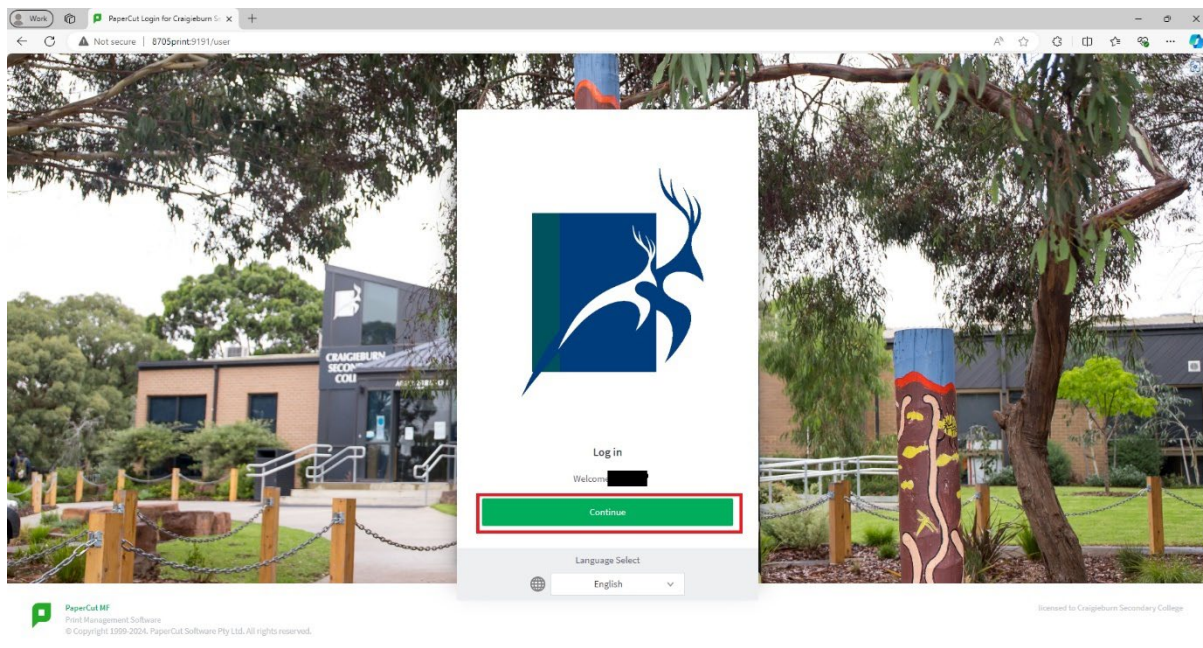


4. Once you click Continue, you will first see the Summary Screen of PaperCut. This screen gives you an overview of your balance, the print jobs that you have sent, and the number of pages printed.

# How to Print from the Web:

The most important submenu along the left-hand side of the main summary page is "Web Print." This will allow you to upload documents to the printers to print from the photocopiers.

1. Select "Web Print" from the side menu.
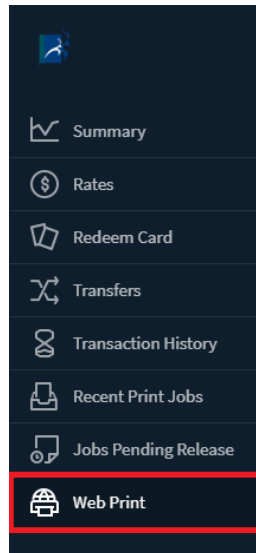


2. This page will detail all the jobs you may currently have active and ready to print. This is also where you will submit jobs to the print queue. Select "Submit a job."
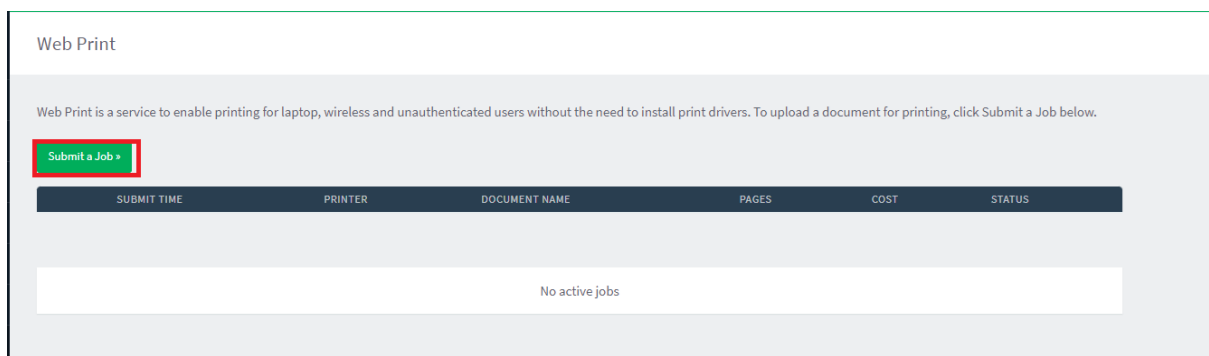
3. From this screen, you will be able to enter the number of copies you would like printed from the printer. Once you have entered the number of copies, click on "Upload Documents."



4. You will be brought to the upload screen. From here you can select the document that you want to upload to print. Click on "Upload from computer." This will open a Windows Explorer prompt where you can find your files and upload to print. You can also click and drag a file into the white box where the upload button is to prepare a

5. Once you upload your document, you will see them listed up at the top. Click on "Upload & Complete" to send the job to the printers.



6. Once the documents upload, you will see the following saying that the job status is submitting. This will then change to saying, "Held in a queue." You are now ready to release the print job at one of the printers around the school.



*Figure 1 - Submitting Job*



*Figure 2 - Ready to print.*