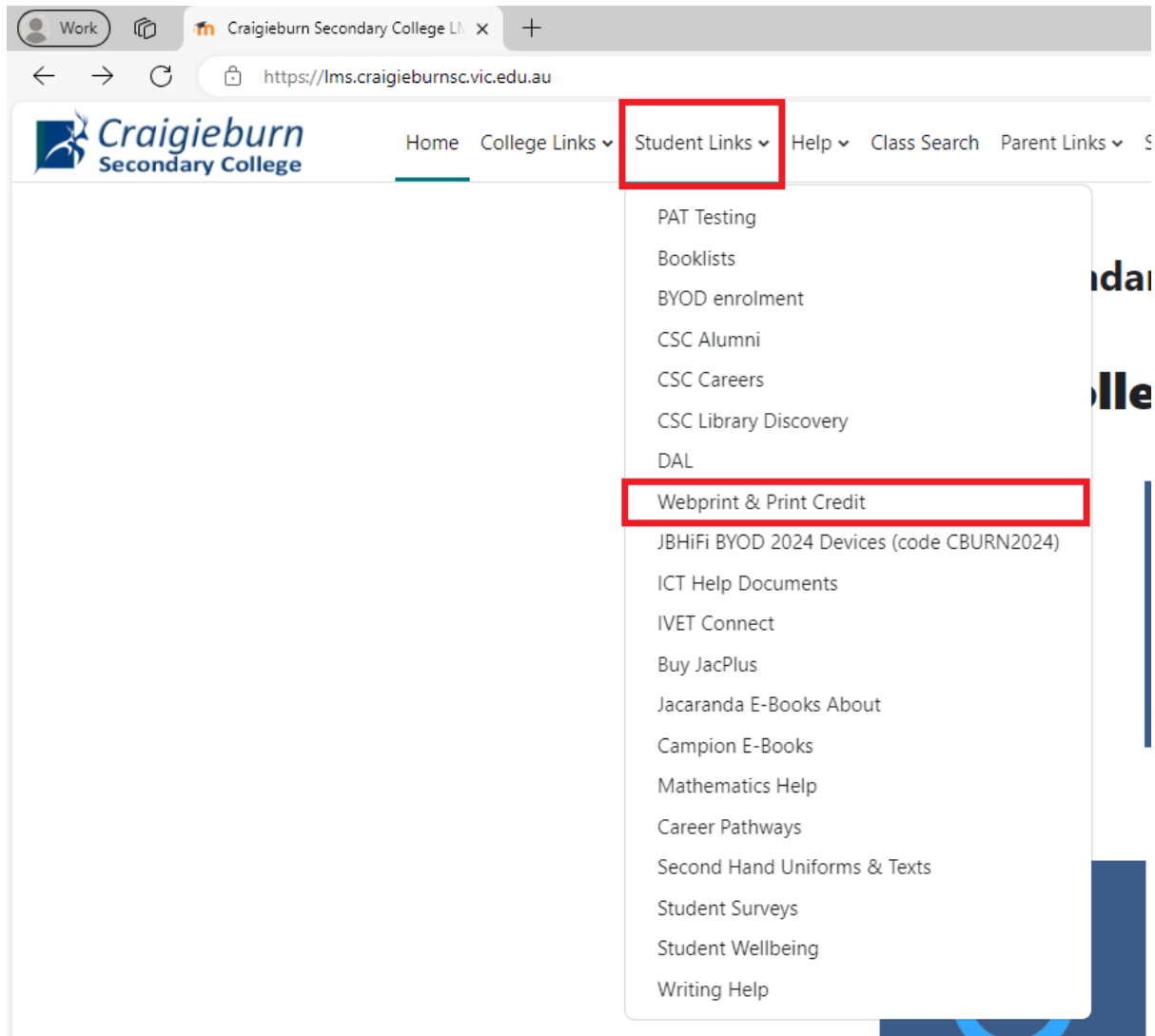


PaperCut Web Printing Guide

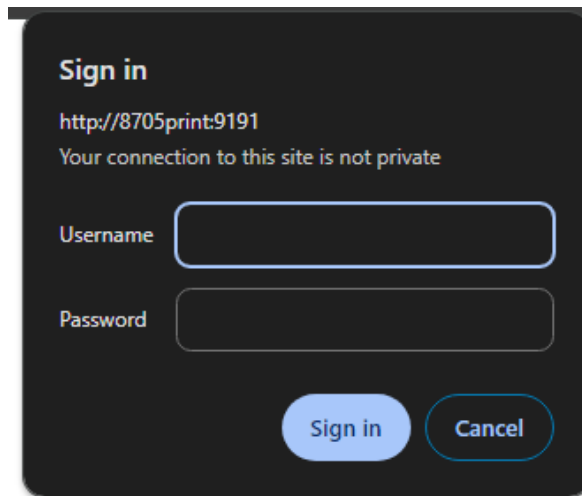
This guide will assist you with utilising PaperCut Web Printing to

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:

A dark-themed Google Chrome sign-in popup. At the top, it says "Sign in" in white. Below that, the URL "http://8705print:9191" is displayed in a smaller font, followed by the warning "Your connection to this site is not private". There are two input fields: "Username" and "Password". At the bottom, there are two buttons: "Sign in" and "Cancel".

Sign in

http://8705print:9191

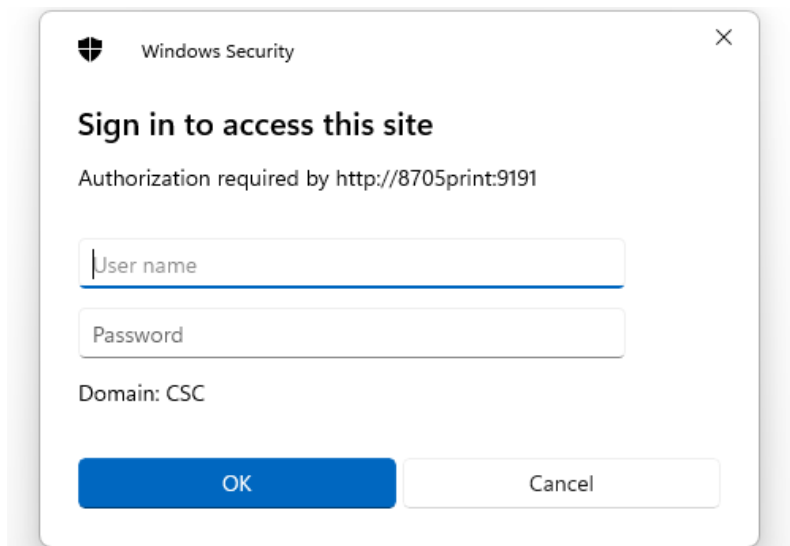
Your connection to this site is not private

Username

Password

Sign in **Cancel**

- b. Microsoft Edge Popup:

A light-themed Windows Security sign-in popup. The title bar says "Windows Security" with a shield icon and a close button. The main heading is "Sign in to access this site". Below it, it says "Authorization required by http://8705print:9191". There are two input fields: "User name" and "Password". Below the fields, it says "Domain: CSC". At the bottom, there are two buttons: "OK" and "Cancel".

Windows Security

Sign in to access this site

Authorization required by http://8705print:9191

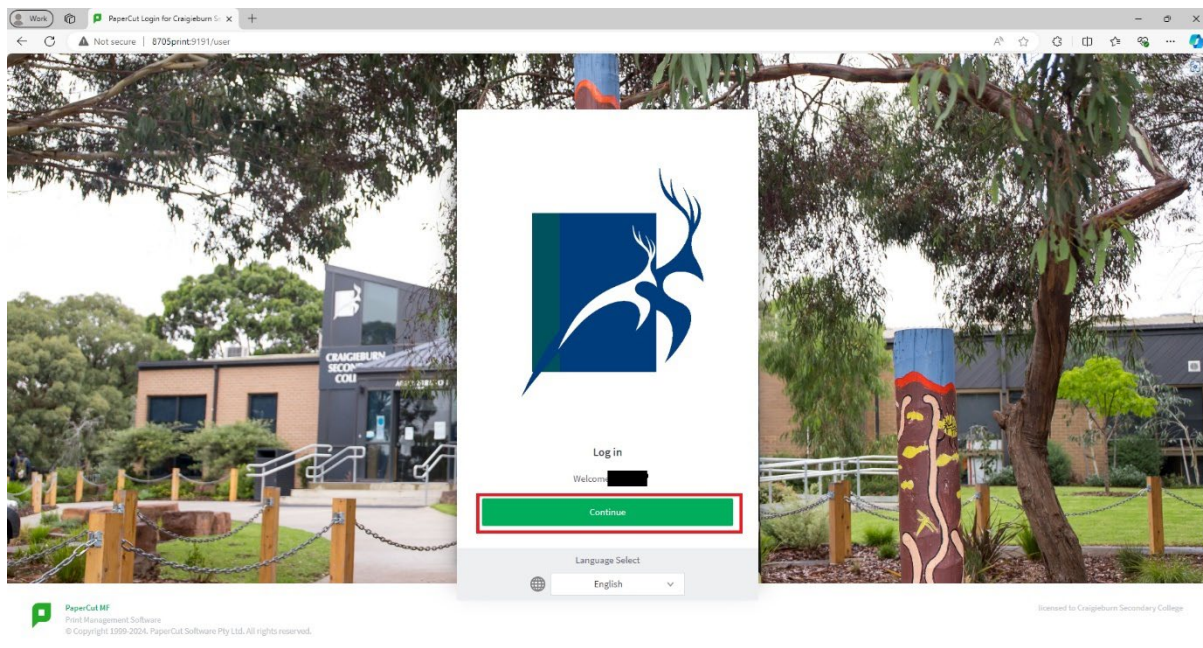
User name

Password

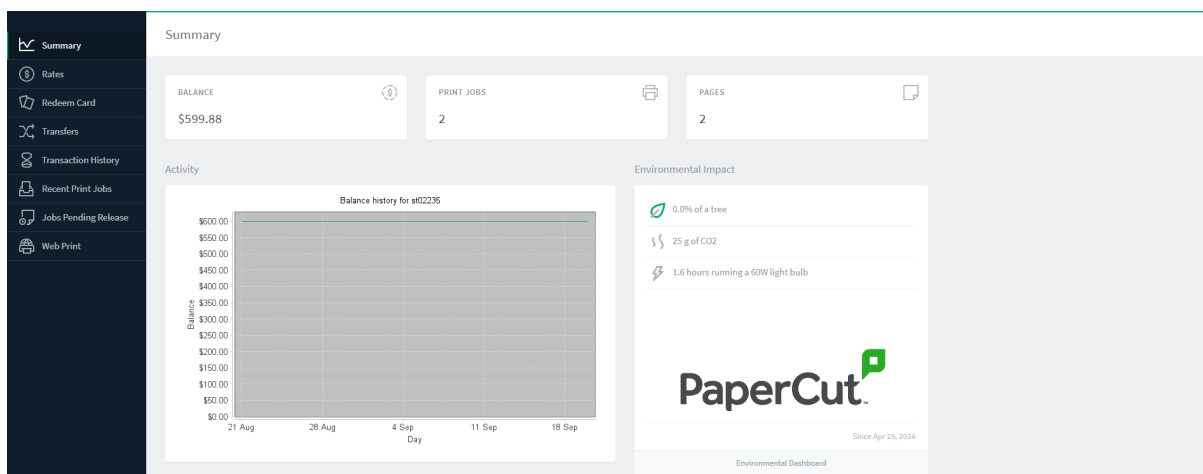
Domain: CSC

OK Cancel

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



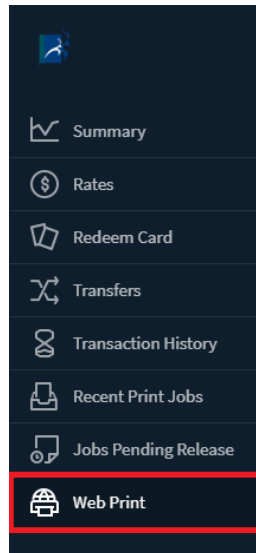
4. Once you click Continue, you will first see the Summary Screen of PaperCut. This screen gives you an overview of your balance, the print jobs that you have sent, and the number of pages printed.



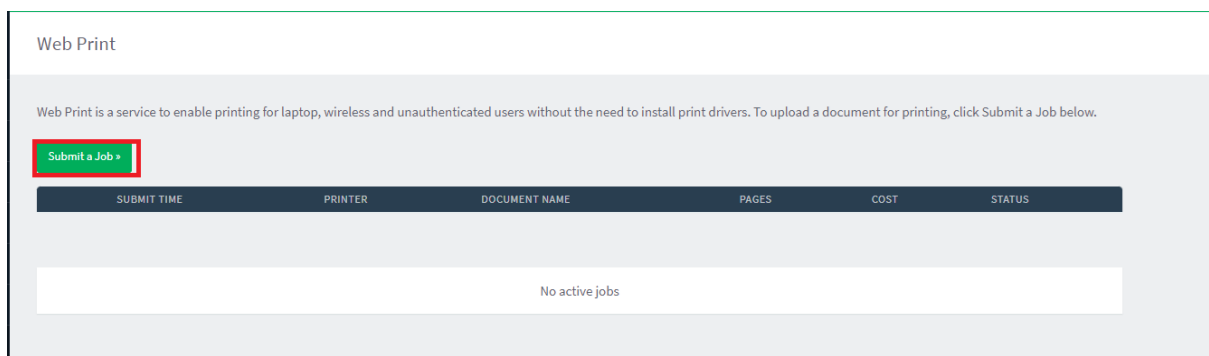
How to Print from the Web:

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.”



- 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.”

The screenshot shows the 'Options' step of a three-step process (1. Printer, 2. Options, 3. Upload). A progress bar at the top indicates the current step. Below the progress bar, the word 'Options' is displayed. A text input field labeled 'Copies' contains the number '1'. At the bottom left, there is a button labeled '« 1. Printer Selection'. At the bottom right, there is a green button labeled '3. Upload Documents »'.

- 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

The screenshot shows the 'Upload' step of a three-step process (1. Printer, 2. Options, 3. Upload). A progress bar at the top indicates the current step. Below the progress bar, the word 'Upload' is displayed, followed by the text 'Select documents to upload and print'. A large dashed box contains a file upload icon and the text 'Drag files here:'. Below this, there is a green button labeled 'Upload from computer'. At the bottom left, there is a button labeled '« 2. Print Options'. At the bottom right, there is a green button labeled 'Upload & Complete »'. Below the dashed box, there is a list of supported file types: Microsoft Excel (xlsx, xls, xlsm, xlsx, xltm, xlsx), Microsoft PowerPoint (ppt, potm, potx, ppam, pps, ppsm, pptx, pptm), Microsoft Word (doc, docm, docx, dot, dotm, dotx, rtf), PDF, and various image formats (bmp, dib, gif, jpg, jpeg, png, psd, tif, xps).

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.

Upload

Select documents to upload and print

test.docx

12.9 KiB

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xslm, xlsx, xltm, xltb Microsoft PowerPoint pot, potm, pob, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options

Upload & Complete »

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.

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
Oct 14, 2024 10:02:25 AM	8705print\mfd	test.docx			Submitting: Queued in position 1.

Figure 1 - Submitting Job

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
Oct 14, 2024 10:02:25 AM	8705print\MFD	test.docx	1	\$0.06	Held in a queue

Figure 2 - Ready to print.