

Web Printing Instructions in PaperCut

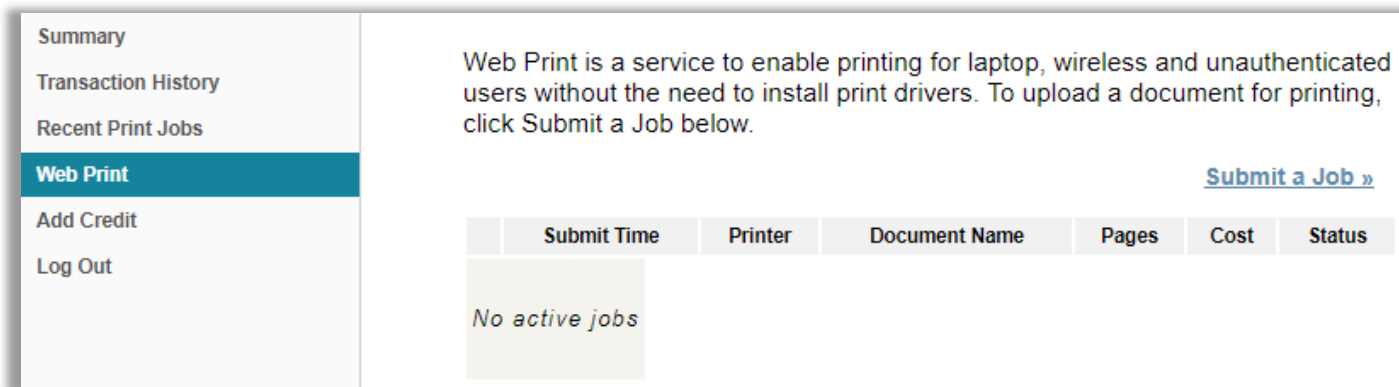
Web Print is a PaperCut service used to enable wireless printing at Southern Wesleyan University without the need to install print drivers...

1. The Web Print (PaperCut) link is available on mySWU on the Quick Links or go to <https://print.swu.edu:9192/user>. Logon using your SWU username and password.



The screenshot shows the PaperCut MF login page. On the left, a 'Quick Links' menu is visible with the following items: My Pages, Login Help, iSupport, Support Services, Canvas - View My Courses, WebMail/Office 365, Web Print/PaperCut (highlighted), and Myjenzabar. On the right, the login form includes a Username field with 'johndoe', a Password field with masked characters, a Language dropdown menu set to 'English', and a 'Log in' button.

2. Select **-Web Print-** on the left side menu and then select **-Submit a Job-**.



The screenshot displays the PaperCut Web Print dashboard. The left sidebar contains a menu with 'Web Print' selected. The main content area features a description: '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.' A 'Submit a Job »' link is located to the right. Below this is a table with the following columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table is currently empty, displaying the text 'No active jobs'.

3. Select the from the printers listed and then select **-Print Options and Account Selection-**.

Knowledge Base

Category | NEW2SWU
Reviewed | OCT 2017

Printer Name ▲	Location/Department
<input type="radio"/> carbon\Athletics Color	Tysinger Gymnasium
<input type="radio"/> carbon\Fine Arts Music Lab	Newton-Hobson Music Lab
<input checked="" type="radio"/> carbon\Library Ground Floor Color Copier	Library Main Floor
<input type="radio"/> carbon\Newby Education Lab	Newby Education Building, Rm.116
<input type="radio"/> carbon--col\Columbia Lab	Columbia Computer Lab
<input type="radio"/> carbon--gr\GR Lab	Work Area Outside of Lab
<input type="radio"/> carbon--na\North Augusta Student Printer	North Augusta Lab

« Back to Active Jobs 2. Print Options and Account Selection »


4. Type the number of copies you need, then select **-Upload Documents-**.

Options

Copies:

« 1. Printer Selection 3. Upload Documents »

5. Select **-Upload from computer-** (or drag files to the appropriate box) and then select **-Upload & Complete-**.


Drag files here

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsm, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
XPS	xps

6. Your print job will be rendered immediately and a status page will load in the PaperCut web portal.

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 19, 2017 10:15:55 AM	carbon/Library Ground Floor Color Copier	Adding Webprinting Credits & FAQ's.pdf			Rendering job ...

7. You will know your document has printed when the status reads **-Finished: Queued for Printing-**. If you do not have enough credit in your account for the print(s), you will see an error message **-Denied: Not enough available credit-**.

8. Refer to [Adding Webprinting Credits & FAQ's](#) if you need instructions on adding money to your PaperCut balance.

Submit Time	Printer	Document Name	Pages	Cost	Status
Oct 19, 2017 10:15:55 AM	carbon/Library Ground Floor Color Copier	Adding Webprinting Credits & FAQ's.pdf	3	\$0.30	Denied: Not enough available credit