Using Web Print on Campus

Students may upload certain types of documents to the PaperCut website from their wireless device and print to designated public printers on campus using their Print Quota Account.

**TIP:** Before printing, make sure that you are at least in the same building as the printer. Although you can print from anywhere on campus, the printers are in public locations, and you don’t want someone throwing away your printouts before you can retrieve them.

**Directions:**

1. Login to the PaperCut website using your network login and password. The link can be found under Quick Links column on My CedarCrest. The direct link is [http://cccprint3:9191/user](http://cccprint3:9191/user).

2. Under the **Print Accounting** column, choose **Web Print**.

3. Under the **Web Print** heading, Click **Submit a Job** to begin.

4. Choose the printer you are printing to from the list, then click **Print Options and Account Selection**.
5. Choose the number of copies you wish to print, and click **Upload Document**.

**TIP:** Web Print doesn’t give you the printing preferences page that you see on campus computers. Make sure that you use Print Preview in the file program first, to make sure that it will print the way you want it to before saving the document.

6. Click the Browse button to find the document you are trying to print. A list of allowed files types are listed on the page.

7. In the **Choose File** window, search for the document you want to print, select it, and click **Open**. This will return you to the Web Print page. Click **Upload & Complete** to send the file to the printer.

**TIP:** Web Print only accepts certain file formats. If you have something that doesn’t fit the criteria, you can install a free PDF printer on your computer first, such as PrimoPDF, which can be found on [www.download.com](http://www.download.com). When you have the file open in its native program, choose the pdf printer from the file menu. It will prompt you to save it to your computer as a pdf file. You can then print the pdf file from Web Print. Make sure to save a copy of the document in its original format, as pdf files cannot be edited once saved.
8. You will see your print job appear in the *Web Print* table. Depending on the size of the job, this process may take a few seconds. You can watch the status of your job in the table. Once the status changes to *Finished: Queued for printing*, your document will begin printing. The table will show the number of pages printed, and the total cost.

If you received a Timed Out error, wait a moment and repeat the process again. This can occur if the printer has too many jobs already in its queue awaiting printing.