

Printing from Personal Device (laptop: web based)

1. Make sure you connect your device to JC-WiFi.
2. Open your internet browser and type in <https://ic-papercut.jccmi.edu>
3. When you have reached the PaperCutNG log in screen, you will enter in your JC credentials and click **Log in**.



- Once you have logged in, you will select **Web Print** at the bottom of the list on the left side of the screen.

PaperCut NG^P

Summary

BALANCE **\$0.00**

PRINT JOBS **139**

PAGES **716**

Activity

Balance history for harkatia

Day	Balance
14 Mar	\$0.00
21 Mar	\$0.00
28 Mar	\$0.00
4 Apr	\$0.00
11 Apr	\$0.00

Environmental Impact

- 5.5% of a tree
- 5.8 kg of CO₂
- 365.0 hours running a 60W light bulb

Since Feb 5, 2018

Environmental Dashboard

- From here, select **Submit a Job**.

PaperCut NG^P

Web Print

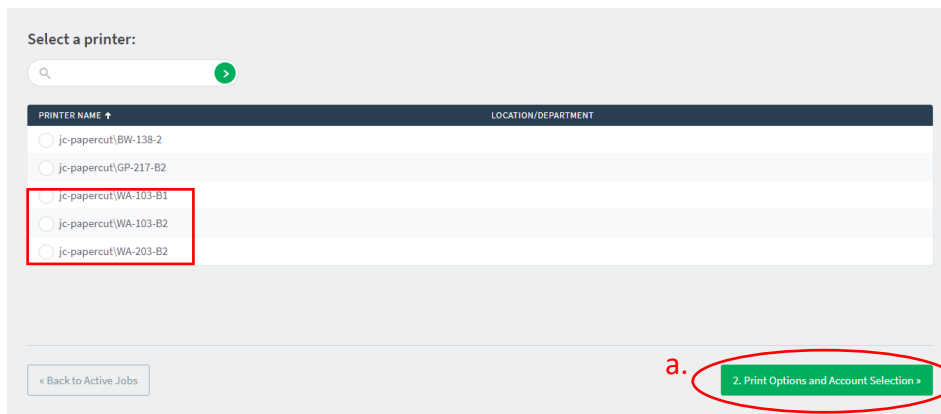
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job >](#)

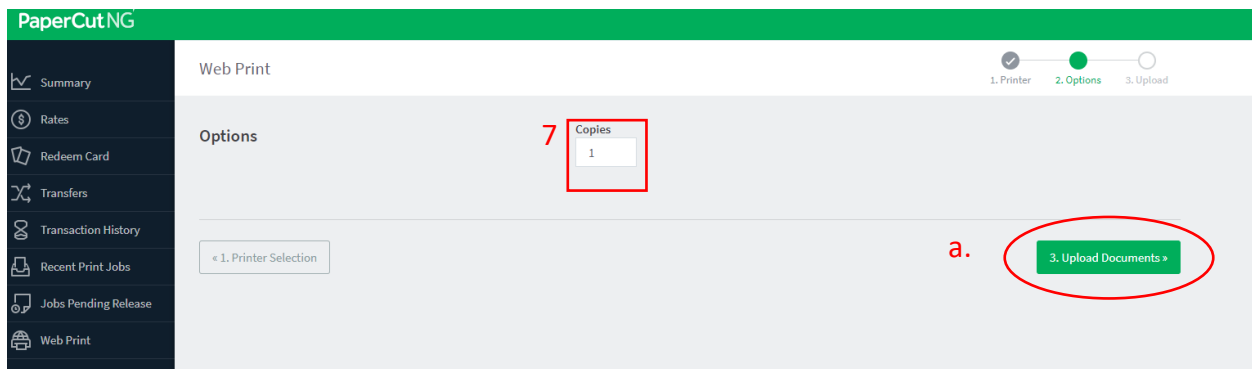
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
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No active jobs

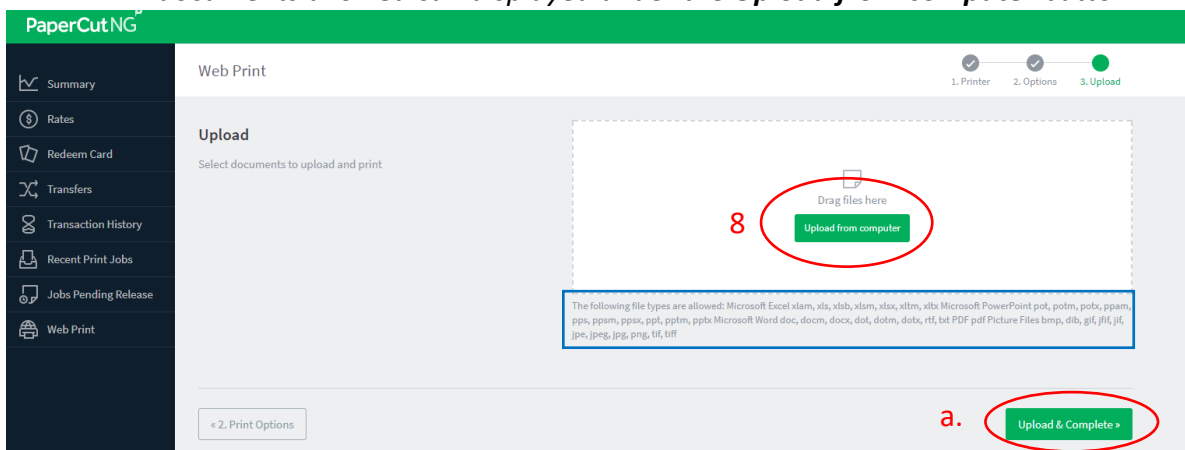
6. **Select the appropriate printer** for your location. (Ex: If you are in class on the second floor of William Atkinson, you will select WA-203-B2).
 - a. Then click **2. Print Options and Account Selection**.



7. The next page will be where you select the amount of copies you need.
 - a. Once you have made your selection, click **3. Upload Documents**.



8. Select **Upload from computer** and then select or drag and drop the document you want to print.
 - a. Once you have done that, click on **Upload & Complete**.
*Note: You are able to upload more than one (1) document at a time. The type of documents allowed can displayed under the **Upload from computer** button.*



9. After you click on **Upload & Complete**, your print job will be available at the print queue specific to the printer you have selected. Once it is uploaded and ready to print, it will show **Held in a queue** under STATUS.

Note:

Rendering job...: The print job is processing and is not yet in the queue.

Held in queue: at the print release station.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 31, 2018 1:49:47 PM	jc-papercut(WA-203-B2)	Cover Letter.docx			Rendering job ...
Jul 31, 2018 1:49:47 PM	jc-papercut(WA-203-B2)	Resume.pdf	1	\$0.00	Held in a queue

10. Lastly, **locate the print release station and release your print job.**

*Note: There are multiple printers and queues on Central Campus. If you send it to a different printer in Step 6, once you release the job, it will go to the chosen printer, **NOT** the printer that may be closest.*