

## 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 <a href="https://jc-papercut.jccmi.edu">https://jc-papercut.jccmi.edu</a>
- 3. When you have reached the PaperCutNG log in screen, you will enter in your JC credentials and click **Log in.**

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	Ρ	aperCutNG			9
	Username Password	chipsjohnc		to Sta Pi	
	Language	English	~	909-0 9-1	
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9 	4 149 97 4 9 1 1 4 9 1 9 1	1 1 1 1 9 97 9 4 1 9 7 1 4 1 4 7 1 7 9 9 9 1 1 9 7 7 7 7 9 9 9 1 1 9 7 7 7 7 9 9 1 1 9 7 1	PaperCut NG Print Man	agement Software ficensed to Jackson Colleg	

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

PaperCutNG					
└∕ Summary	Summary				
<ul> <li>(§) Rates</li> <li>(1) Redeem Card</li> <li>(1) Transfers</li> </ul>	BALANCE \$0.00	۲	print jobs 139	ē	PAGES 716
Transaction History	Activity	Balance history for harik	rios	Enviro	nmental Impact
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	50 00 -50 00 -50 00 -50 00			57 bulb	365.0 hours running a 60W light Since Feb 5, 2018
	-50.00 14 Mar	21 Mar 28 N Day	lar 4 Åpr 11 j	pr	Environmental Dashboard

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

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⊵	Summary	Web Pr	int					
\$	Rates	Web Print	is a service to ena	able printing for la	ptop, wireless and unauthe	nticated users w	ithout the ne	ed to install prin
$\square$	Redeem Card	drivers. To	upload a docum	ent for printing, cl	ick Submit a Job below.			
X,	Transfers	Submit a	Job »					
8	Transaction History	2	SUBMIT ТІМЕ	PRINTER	DOCUMENT NAME	PAGES	соѕт	STATUS
₽	Recent Print Jobs							
5	Jobs Pending Release				No active jobs			
₿	Web Print							

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*).

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PRINTER NAME 🕇	LOCATION/DEPARTMENT	
jc-papercut\BW-138-2		
jc-papercut\GP-217-B2		
jc-papercut\WA-103-B1		
jc-papercut\WA-103-B2		
jc-papercut\WA-203-B2		
		a.
« Back to Active Jobs		2. Print Options and Account Selection

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**.

PaperCutNG			
└── Summary	Web Print		1. Printer 2. Options 3. Upload
(§) Rates	Ontions	7 Copies	
😰 Redeem Card	Options		
∕, Transfers			
S Transaction History			3
Recent Print Jobs	« 1. Printer Selection		a. <u>3. Upload Documents »</u>
Jobs Pending Release			
Heb Print			

- 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.

PaperCutNG		
🗠 Summary	Web Print	1. Printer 2. Options 3. Upload
<ul> <li>Rates</li> <li>Redeem Card</li> </ul>	Upload	
X Transfers 8 Transaction History	Select obtaining to apload and print	B Liele frag computer
Recent Print Jobs		
Jobs Pending Release		The following file types are allowed: Microsoft Excel xiam, xis, xisb, xism, xisx, xitm, xitx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, ppt Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, bd PDF pdf Picture Files bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff
	« 2. Print Options	a. Upload & Complete >

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:

<u>Rendering job...</u>: The print job is processing and is not yet in the queue.

Held in queue: at the print release station.

Submit a	≼ doL					
	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.