

## Printing from a wireless network or laptop (Web Print)

The Web Print system allows students to print to college printers from their own laptops without the need to install drivers. It works by offering a way to upload documents using a standard web browser.

1. Access the PaperCut Portal for SCTCC: <http://printmanagement.ad.scmn.net:9191/>

2. After logging into your PaperCut account using your Star ID username and password, click the link in the left-side navigation for Web Print as shown below.



The screenshot shows the PaperCut web interface. On the left is a navigation menu with the following items: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (highlighted with a blue arrow), and Log Out. On the right is a 'Summary' section with a table containing the following data:

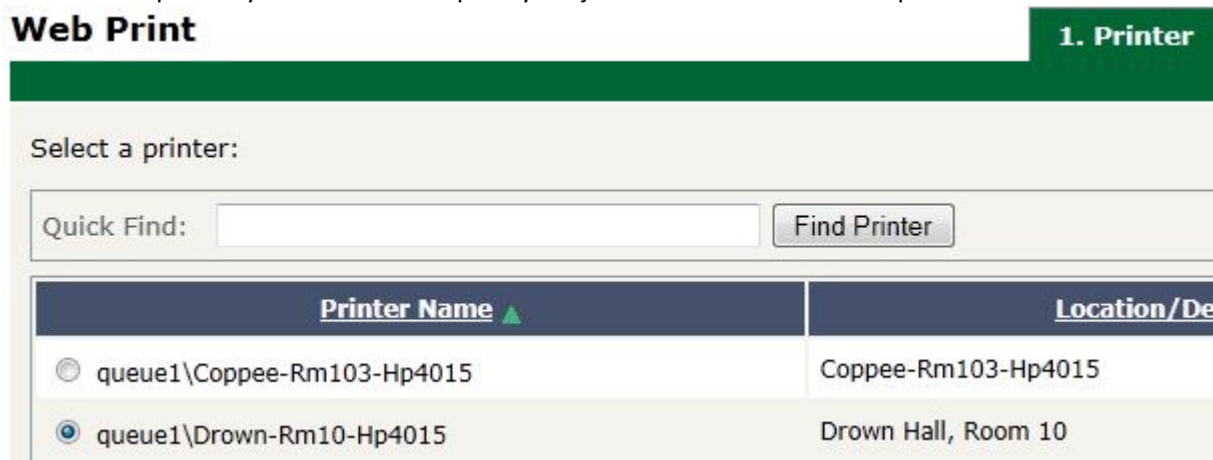
Summary	
Username	:
Balance	:
Total print jobs	4
Total pages	:

2. Click the link to "Submit a Job".

[Submit a Job »](#)

Pages	Cost	Status

3. Select the printer you would like to print your job to. Proceed to "Print Options".



The screenshot shows the 'Web Print' interface. At the top right, there is a tab labeled '1. Printer'. Below this, the text 'Select a printer:' is displayed. There is a search box labeled 'Quick Find:' and a 'Find Printer' button. Below the search area is a table with two columns: 'Printer Name' and 'Location/De'.

Printer Name ▲	Location/De
<input type="radio"/> queue1\Coppee-Rm103-Hp4015	Coppee-Rm103-Hp4015
<input checked="" type="radio"/> queue1\Drown-Rm10-Hp4015	Drown Hall, Room 10

4. Select the number of print copies you would like. Proceed to "Upload a Document".

**Web Print** 1. Printer **2. Options**

---

**Options**

Copies:

5. Browse to the appropriate document you would like to print. Click "Upload & Complete".

**Web Print** 1. Printer **2. Options**

---

Select a document to upload and print

The following file formats are allowed:

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

6. You may watch the progress of your job to see when it has started printing. All activity is logged, charged and accounted for in PaperCut.

### What If I Want to Print a Webpage or Image File?

You have a few options if you are trying to print something to Web Print that is not one of the supported file types:

- If you want to print content from a Webpage or other file type, you can copy the text/images and paste into a new Word document. Save and upload the Word doc to Web Print.
- If you have a PDF creator such as Adobe Acrobat, you can easily convert Webpages, image files, etc into PDF's which can be uploaded to Web Print. All Vista and higher versions of Microsoft Operating Systems have a virtual XPS printer that works similarly to the PDF printers.
- See more information about Cyclone managed print at <http://www.sctcc.edu/cyclone-print>