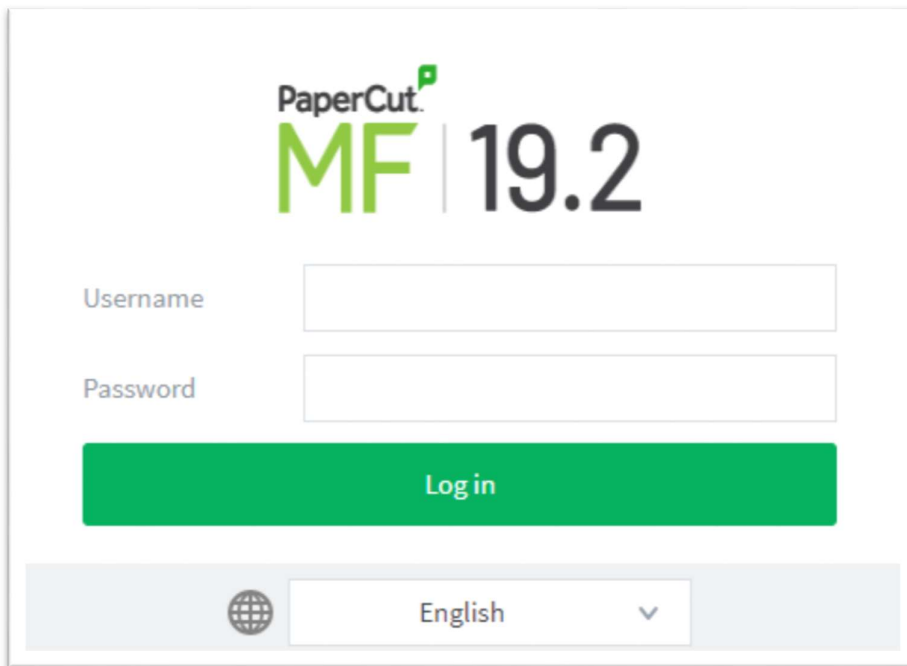


## USP Web Print

Students are to logon to their PaperCut Portal <https://papercut.usp.ac.fj:9192/user>.



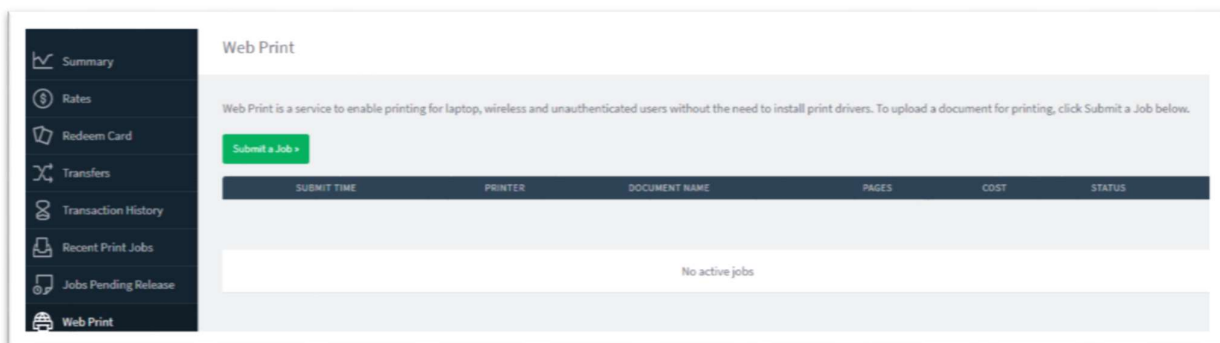
The login page features the PaperCut MF 19.2 logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A green 'Log in' button is positioned below the password field. At the bottom, there is a language selection dropdown menu currently set to 'English'.

Username = Student ID

Password = Student Password

The front page contains a list of active and recently submitted Web Print jobs for the logged in user. At first, the list is empty. Later, the list shows the status of submitted jobs.

On the left menu, select Web Print

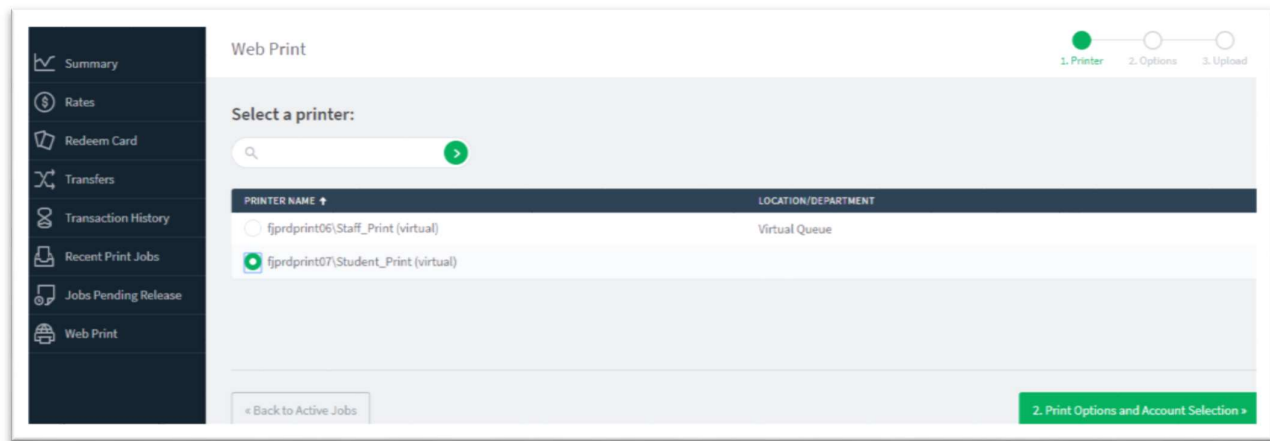


The Web Print dashboard includes a left-hand navigation menu with options: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled 'Web Print' and contains a green 'Submit a Job' button. Below the button is a table with the following headers: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table currently displays 'No active jobs'.

Click Submit a Job to start the Web Print wizard.

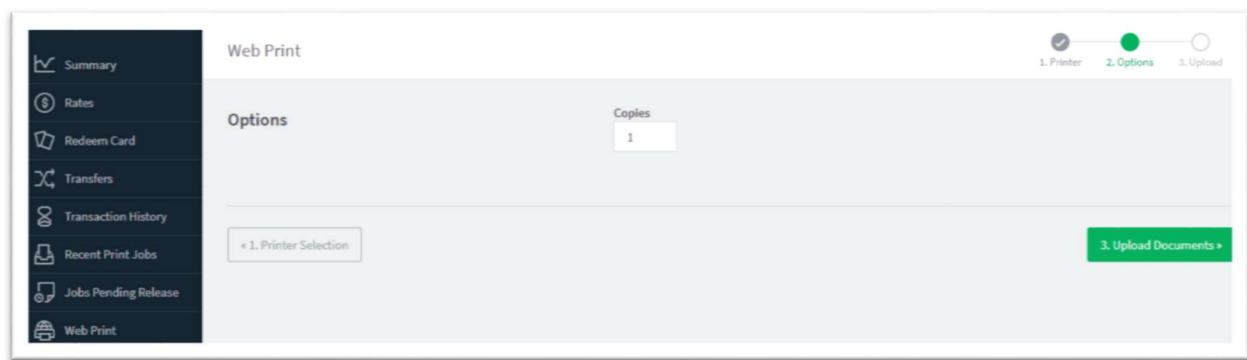
The first step of the Web Print wizard is selecting a printer.

The uploaded document will print to this printer.



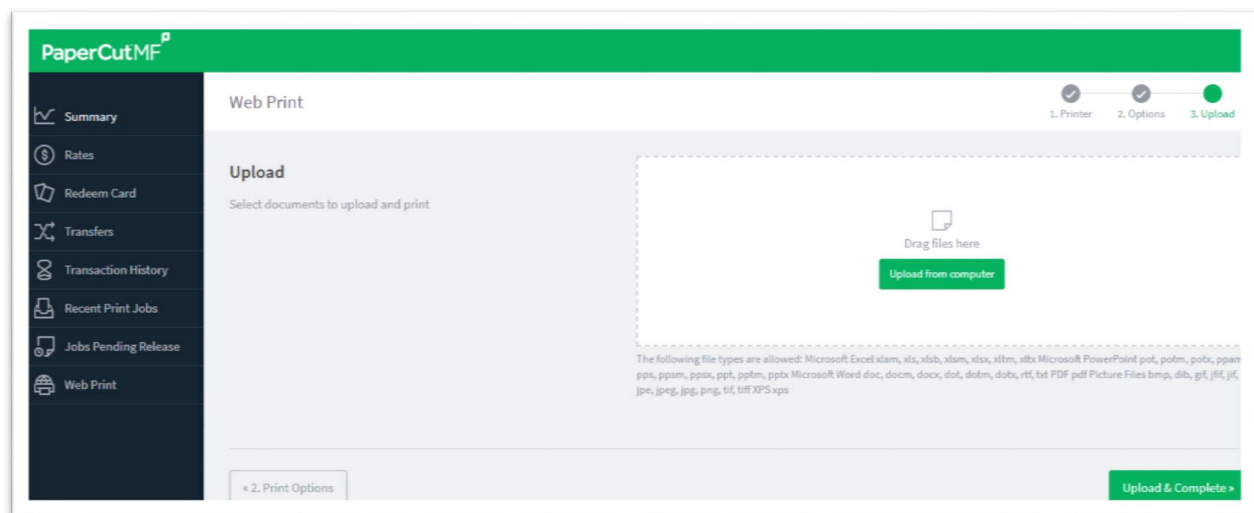
After selecting a printer, the second step is to select the print and/or account selection options.

Most users will see an option to select the number of copies to print:



After selecting the print options and/or account selection settings, the third and final step in the Web Print wizard is to upload a document to print. This page lists the applications and associated file extensions that are supported.

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xslm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps



After you select a document and click Upload & Complete », the file uploads to the server.

Summary

Rates

Redeem Card

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

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
Mar 17, 2020 8:33:08 AM	fjprdpri07(Student_Print	Test Print.pdf	1	\$0.08	Held in a queue

Once the document upload is complete, the user is returned to the front Web Print page. The table displays the status of the user's job. The status changes to indicate the progress of the job from rendering to printing, and job details such as cost and number of pages are populated when known. The user can stay at this page to track the status of the job, or navigate away / close their browser - the job is not affected.

To cancel a job that is held in queue, click “Held in queue” on the STATUS column

Summary

Rates

Redeem Card

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

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
Mar 17, 2020 8:33:08 AM	fjprdpri07(Student_Print	Test Print.pdf	1	\$0.08	Held in a queue

And choose “cancel” option

Summary

Rates

Redeem Card

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Jobs Pending Release

3 jobs pending release with cost \$0.40

Your balance:\$0.00

Release All

Cancel All

SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Mar 17, 2020 8:48:28 AM	fjprdpri07(Student_Print	Test 123.docx	Web Print	2	\$0.24	[print] [cancel]
Mar 17, 2020 8:44:33 AM	fjprdpri07(Student_Print	Test page.docx	Web Print	1	\$0.08	[print] [cancel]
Mar 17, 2020 8:33:14 AM	fjprdpri07(Student_Print	Test Print.pdf	Web Print	1	\$0.08	[print] [cancel]

Once you have successfully cancelled a job, you should see the window below.

✓ Summary

💰 Rates

📄 Redeem Card

🔄 Transfers

🕒 Transaction History

🖨️ Recent Print Jobs

🕒 Jobs Pending Release

🖨️ Web Print

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
Mar 17, 2020 8:48:21 AM	fjprprint07\Student_Print	Test 123.docx	2	\$0.24	Held in a queue
Mar 17, 2020 8:45:47 AM	fjprprint07\Student_Print	Test 123.docx	2	\$0.24	Canceled: Canceled at release station
Mar 17, 2020 8:44:26 AM	fjprprint07\Student_Print	Test page.docx	1	\$0.08	Held in a queue
Mar 17, 2020 8:33:08 AM	fjprprint07\Student_Print	Test Print.pdf	1	\$0.08	Held in a queue