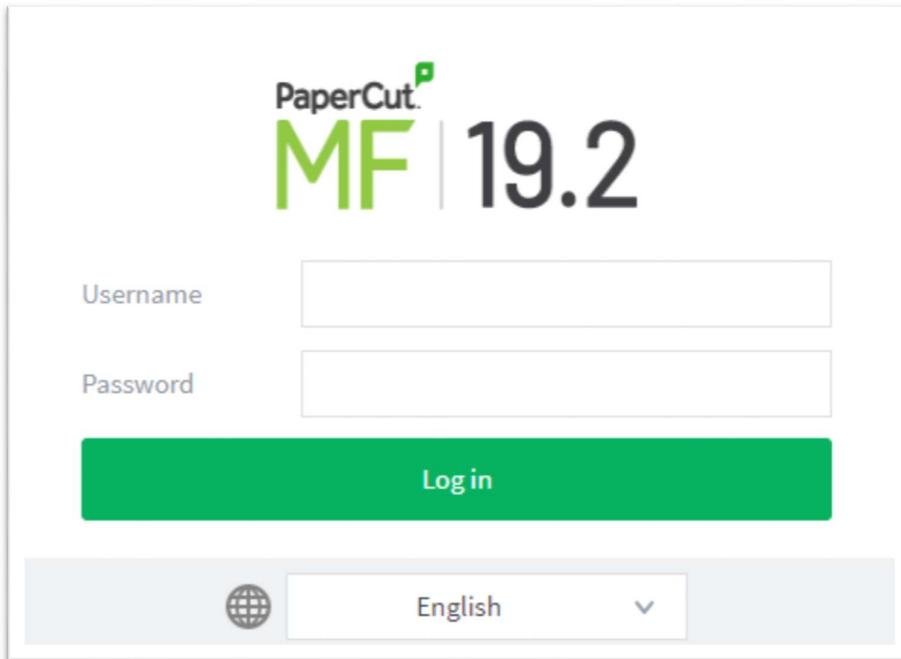


USP Web Print

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



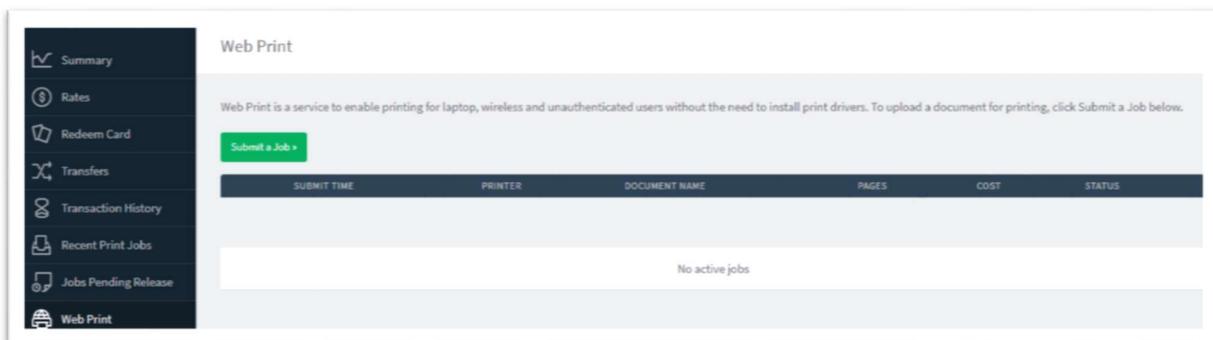
The image shows the login page for PaperCut MF 19.2. At the top, the logo "PaperCut MF 19.2" is displayed. Below the logo, there are two input fields: "Username" and "Password". A green "Log in" button is positioned below the password field. At the bottom of the page, there is a language selection dropdown 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

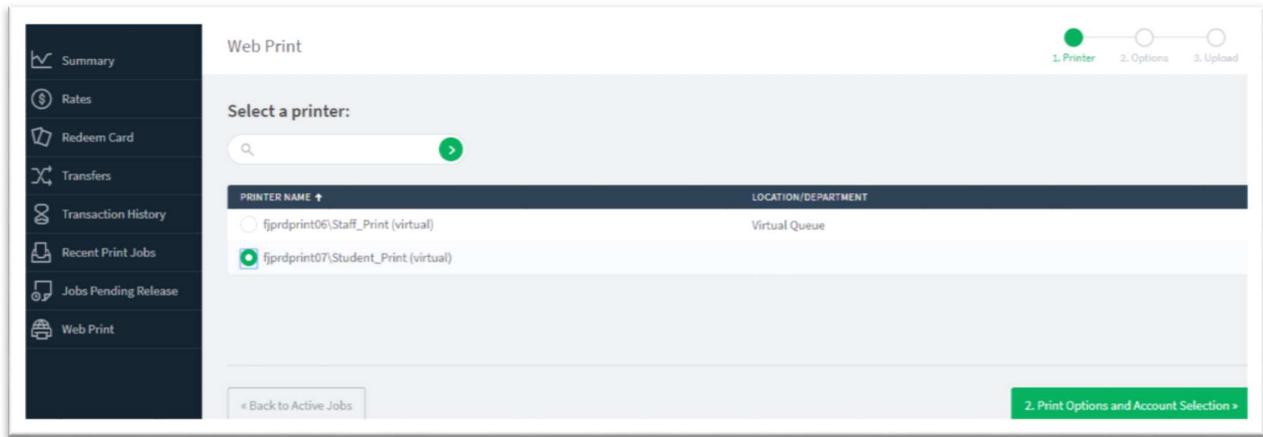


The image shows the "Web Print" dashboard. On the left is a dark sidebar menu with options: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled "Web Print" and contains the following text: "Web Print is a 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." Below this text is a green "Submit a Job" button. Underneath the button is a table with the following headers: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table body is empty, and the text "No active jobs" is centered below the table.

Click Submit a Job to start the Web Print wizard.

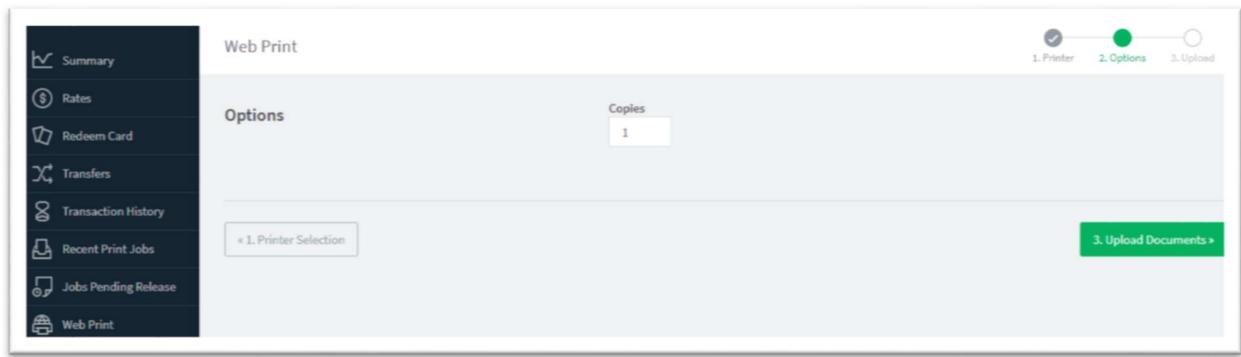
The first step of the Web Print wizard is selecting a printer.

The uploaded document will print to this printer.



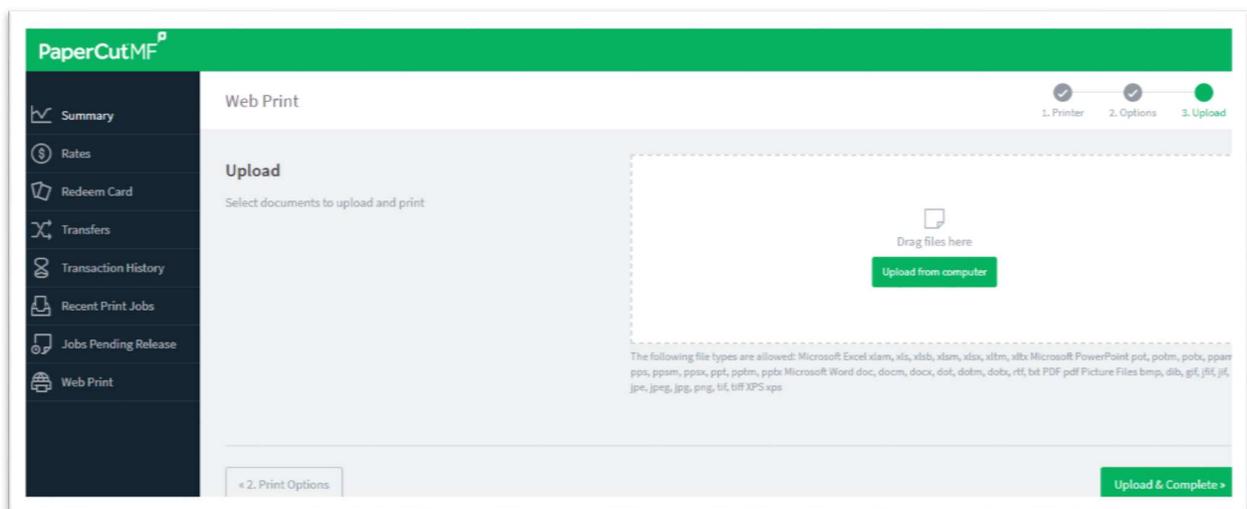
After selecting a printer, the second step is to select the print and/or account selection options.

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

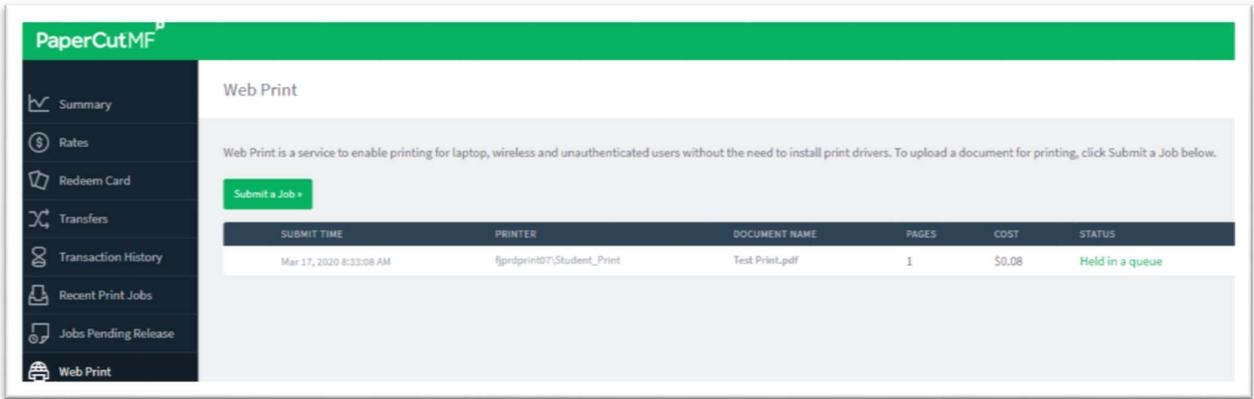


After selecting the print options and/or account selection settings, the third and final step in the Web Print wizard is to upload a document to print. This page lists the applications and associated file extensions that are supported.

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, 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

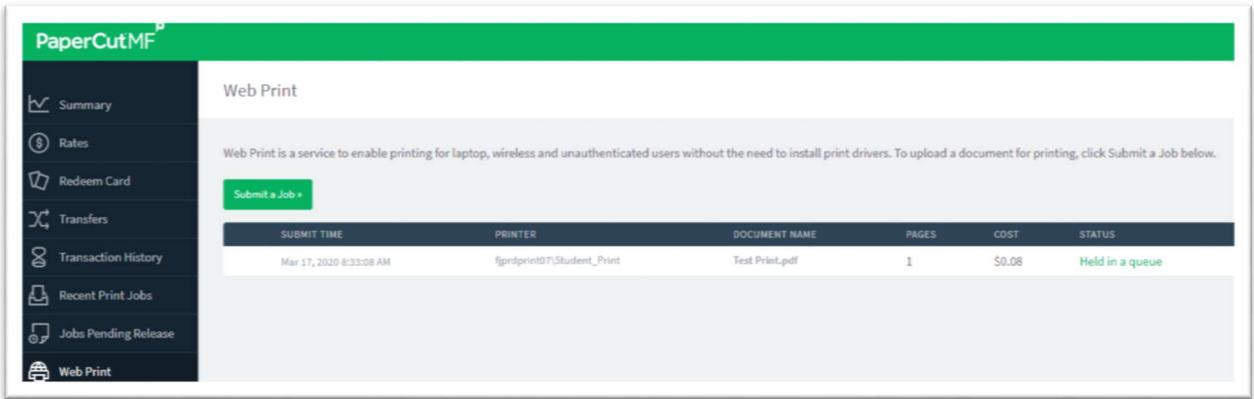


After you select a document and click Upload & Complete », the file uploads to the server.

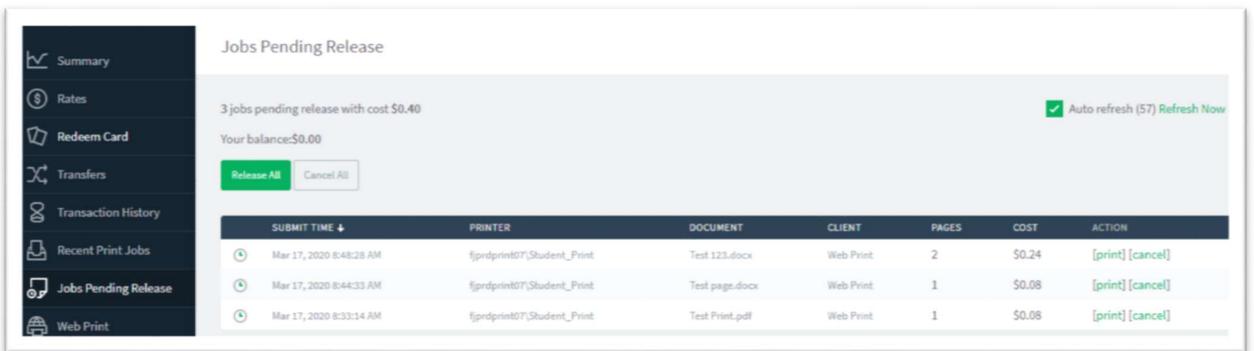


Once the document upload is complete, the user is returned to the front Web Print page. The table displays the status of the user's job. The status changes to indicate the progress of the job from rendering to printing, and job details such as cost and number of pages are populated when known. The user 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



And choose "cancel" option



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

The screenshot displays a 'Web Print' interface. On the left is a dark sidebar with navigation 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 includes a descriptive paragraph: '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.' Below this text is a green button labeled 'Submit a Job >'. A table below the button lists print jobs with the following columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS.

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