

WebPrint

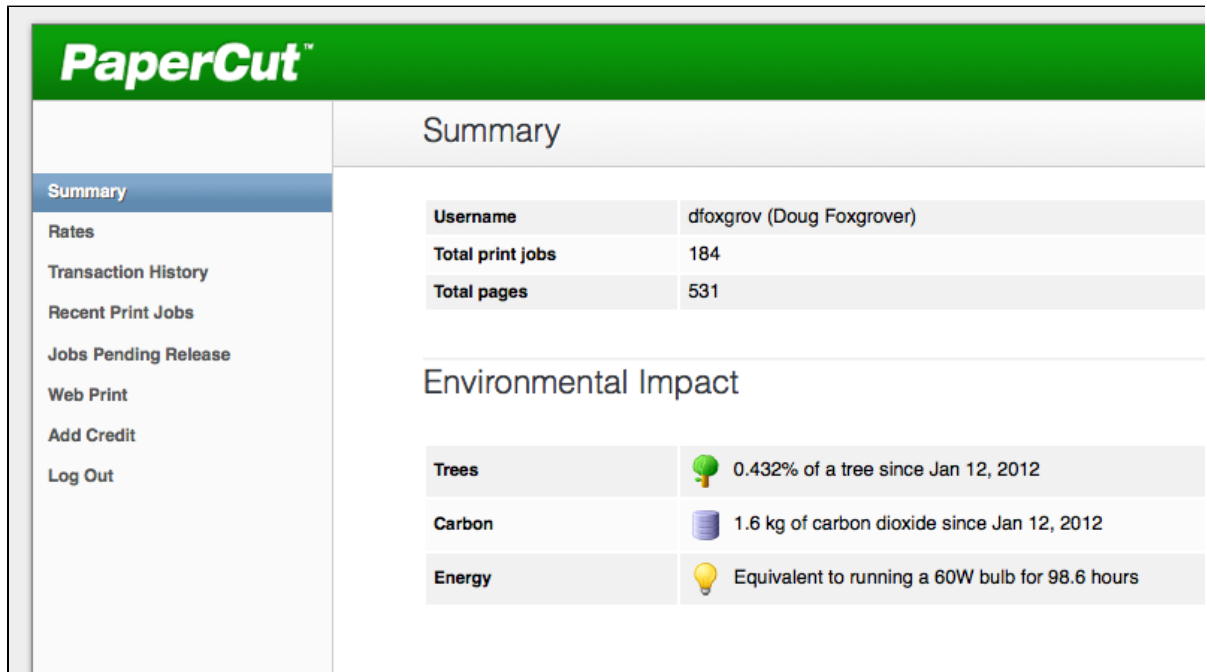
What is WebPrint?

WebPrint allows you to track your print jobs, request refunds, and add printing credit. Moreover, you can upload print job (i.e. a PDF, Word Doc, ect.) on WebPrint and print to most printers on campus.

To use Web Print, point your browser to:

<http://go.carleton.edu/webprint>




How to Submit a Print Job Through WebPrint:



The screenshot displays the PaperCut web interface. The top navigation bar is green with the PaperCut logo. A left sidebar contains a menu with the following items: Summary (highlighted), Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, Add Credit, and Log Out. The main content area is titled "Summary" and contains a table with the following data:

Username	dfoxgrov (Doug Foxgrover)
Total print jobs	184
Total pages	531

Below the summary table is a section titled "Environmental Impact" with the following data:

Trees	 0.432% of a tree since Jan 12, 2012
Carbon	 1.6 kg of carbon dioxide since Jan 12, 2012
Energy	 Equivalent to running a 60W bulb for 98.6 hours

Web Print

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print**
- Add Credit
- Log Out

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

[Submit a Job](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

Web Print

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

1. Printer 2. Options 3. Print

Select a printer:

Quick Find:

« 1 2 »

Printer Name ▲

Location/Department

<input type="radio"/>	print\Canon iR-ADV C5045/5051 PS3 DUP	
<input type="radio"/>	print\CMC011-LJM602	ITS
<input type="radio"/>	print\CMC020-CC5051	ITS
<input type="radio"/>	print\CMC104-CC5051	ITS
<input checked="" type="radio"/>	print\CMC121H-CC5051	ITS
<input type="radio"/>	print\CMC124-X4500	ITS
<input type="radio"/>	print\CMC201-X4500	MATH

1 Choose the printer you want

« Back to Active Jobs

2. Print Options and Account Sele

PaperCut™

Web Print

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

1. Printer 2. Options 3. Upload Document

Options

Copies:

Type in the number of printouts you want (1 is the default)

1

2

« 1. Printer Selection 3. Upload Document

OR

PaperCut™

Web Print

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

1. Printer 2. Options 3. Upload Document

Options

Copies:

1 Type in the number of printouts you want.

Account to Charge

Charge to my personal account
 Charge to shared account
Account

Charge to shared account using PIN / Code
PIN / Code

2 Choose the account to charge for this print job.

« 1. Printer Selection 3. Upload Document


PaperCut™

Web Print

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

1. Printer 2. Options 3.

Select a document to upload and print

Browse...  1

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

« 2. Print Options Upload & Com

PaperCut™


Web Print

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

 The uploaded file type is not supported. See the table below for supported file types.

1. Printer 2. Options 3. U


Select a document to upload and print

Browse... 

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

« 2. Print Options Upload & Compl



Web Print

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Add Credit

Log Out

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
••	Aug 10, 2012 9:47:16 AM	printCMC121H- CC5051	Information Security Plan.doc			Rendering job ...

Web Print

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Add Credit

Log Out

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
	Aug 10, 2012 9:47:16 AM	printCMC121H- CC5051	Information Security Plan.doc	5	\$0.31	Finished: Queued for printing

For questions or problems with printing, please contact the ITS Helpdesk (phone: **x5999** email: helpdesk@carleton.edu)
